



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: BRZ23040
POST/CASE NUMBER OF SUPERVISOR:
18554 Dep Rep Ops P5
REASON FOR CLASSIFICATION: Establishment
of a new post
REGION/DIVISION: LACR
COUNTRY: Brazil
DUTY STATION: Brasilia
OFFICE: Brazil Country Office
SECTION: Operations
UNIT: Operations

CATEGORY: General Service
PROPOSED LEVEL: G-6
JOB TITLE: Operations Associate
Functional Code: OPE
ICSC CCOG Code:

II. Strategic Office Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context:

The Operations function is a strategic Business Partner role, assuring the best use of UNICEF assets in alignment with sound management practices, office priorities and goals to deliver results for children.

Purpose for the job:

As an Operation Associate, the incumbent will support the operations functions, facilitate change, provide risk informed, solution-focused analysis, advice and services and contribute to programme and management decisions for delivering results for children in specific operational contexts. The Operations Associate will accomplish this by:

- Supporting services in the functional areas of operations: budget, financial management and reporting, facilities management, administration, supply and procurement management, information and communications technology, and safety and security.

- Supporting the Operations Officer to review of business needs for the office, to propose viable solutions aimed at value for money.
- Supporting the fundamentals of ICT management, information security and controls.
- Assisting supply and procurement strategies and interventions to meet programmatic needs while ensuring Value for Money (VfM).
- Supporting the management of office premises and facilities with a specific focus on inclusive accessibility, eco sustainability and common premises.
- Facilitating business transactions processed by GSSC from a perspective of Efficiency, Performance, Risk Management and Fraud prevention
- Supporting the country office during external and internal audit or Peer reviews, contributing with responses to observations and monitoring implementation of recommendations.

III. Key functions, accountabilities and related duties/tasks:

1. Effective operations of financial, budget, procurement and administrative management

Assist in ensuring that the effective, equitable and efficient operations of the office's finance, budget, procurement and administrative systems to support and facilitate the attainment of programmatic goals and objectives by meeting changing operational requirements.

2. Coordination, communication, collaboration established and maintained with internal and the Brazil Country Office

Contributes in the implementation of the effective communication with the Brazil Country Office, training, roll-out, monitoring and evaluation of new operational initiatives, guidelines and procedures. Provide staff briefing and orientation regarding all of the operational areas.

As technical/functional-expert, accountable for providing the correct and consistent interpretation and application of organizational policies and procedures in the management of finance and administrative functions through the provision of technical expertise and operational support to the country office.

Alert and recommend to the Head of Office, the Operations Dep Rep in BCO and HQ when deviation from the rules and regulations may be required, and propose alternative solutions to meet office objectives. Contribute to global and regional strategic planning and policy changes/formulation on operational matters as and when necessary.

Contribute to effective management process by providing technical support to corporate committees (including PBR, RMTs, CMT, JCC, CRC, PSB, etc.).

3. Basic office services effectively provided to enhance staff safety

Ensure the provision of basic offices services including space management, equipment, communications and security to enhance staff safety and productivity. Identifies and proposes appropriate office accommodations, (i.e., ensures maintenance of premises, security of staff, office premises, equipment and supplies). Ensures the acquisition of all expendable and non-expendable property (administrative and/or programme supplies), ensuring that procurement is made according to the organization's rules, regulations and procedures. Controls inventory, its utilization and disposal.

Under the auspices of the Inter-Agency Operations Management Team, support approaches for enhancing UN common services to attain efficiencies and effectiveness.

4. The Operations Associate will be supporting the Operations Officer with the following five pillars, the core focus of all operations functions: Valuing People, Valuing Money, Valuing Risk Management, Valuing Systems and Structures, Valuing Partners.

Valuing People:

- Assist the Supervisor in creating an environment of staff well-being and accessibility and inclusion through supporting the implementation of strategies, policies, procedures.
- Assists in implementation of solutions related to people management and office culture as requested by the supervisor
- Keep abreast of industry standards in management and finance and share best practices and knowledge learned within the office.
- Support Excellence in Operations in UNICEF derived from the five strategic pillars.

Valuing Money:

- Assist the office in the Invoice Processing, collecting invoices and filing documents for approval and thereafter processing in vision.
- Upload electronic files and verify results to destination system.
- Respond to client transaction status and other inquiries in the office.
- Ensuring effective identification and use of resources in various concrete Value for Money (VfM) areas, including eco-efficiency and inclusivity, common premises, costing, results-based budgeting financial monitoring etc.
- Assist in the financial oversight management, monitoring and reporting of the office budget - make analysis as needed.
- Support the Supply plan for the office.

Valuing Risk Management:

- Support the office with up-to-date information to make operational and programmatic risk informed decisions with the enterprise Governance, Risk and Compliance (eGRC) platform.
- Support and participate in testing of business continuity plans to ensure UNICEF organizational resilience to disaster, risks and staff safety and security as well as Emergency Preparedness and Response to humanitarian situations.
- Support implementation of mandatory anti-fraud systems, processes and actions.
- Support mitigation of risks of engagement with external partners via appropriate, risk informed due diligence and HACT assurance activities.
- Supporting the management of office premises and facilities with a specific focus on inclusive accessibility, eco sustainability and common premises.
- Facilitating business transactions processed by GSSC from a perspective of Efficiency, Performance, Risk Management and Fraud prevention.
- Supporting the country office during external and internal audit or Peer reviews, contributing with responses to observations and monitoring implementation of recommendations.

Valuing Systems and Structures:

Support to Financial Control

- Maintain unit/work plans and budgets as well as offline financial status reports for Unit work plans.
- Process payments in VISON related to HACT, utility payments, supplies, PO, advances and other payments.
- Check the requests have the necessary supporting documents, usually the original document, validity of the charge, they are certified by the staff responsible and are coded correctly.
- Assist in processing budget revisions of Unit projects for approval of the Chief of the Office
- Submit periodic financial reports for office management oversight, monitoring and review and confirm availability of funds as required.
- Process requisitions and prepare payment vouchers for the unit.

Valuing Partners:

- Support strengthening relations with internal and external stakeholders/ clients
- Provide administrative support on HACT implementation, including follow-up actions required on result of financial assurance activities.

5.Contracting of consultants or other service providers

- In consultation with supervisor, processes the contracts for consultants and external partners that provide a service to the section/ field office. This includes preparing and filing documents, completing necessary forms and templates, uploading TORs in vision, and making necessary logistical arrangements.
- Keeps vendor lists, partners, and consultant rosters up to date.
- Arrange for the purchase and timely distribution of office supplies.
- Completion of documentation and checklists for recruitment of individual consultants and contractors.

IV. Impact of Results

The efficiency and effectiveness of the support provided by the Operations Associate to the operations and programme teams will enable to deliver expected results as per the work plan.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies for Staff without Supervisory Responsibilities

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

VI. Recruitment Qualifications

Education:	Completion of secondary education. Technical degree in accounting, business administration, economics or financial management is desirable.
Experience:	<ul style="list-style-type: none">• Six years of relevant progressive work experience in office management, finance, accounting, ICT, human resources, supply and administration and/or other related fields.

	<ul style="list-style-type: none"> An academic degree higher than the required degree may be considered to compensate up to two (2) years of experience in case the candidate lacks the required experience.
Language Requirements:	Fluency in English and Portuguese is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

VII. Child Safeguarding	
IS THIS ROLE A REPRESENTATIVE, DEPUTY REPRESENTATIVE, CHIEF OF FIELD OFFICE, THE MOST SENIOR CHILD PROTECTION ROLE IN THE OFFICE, CHILD SAFEGUARDING FOCAL POINT, OR INVESTIGATOR (OIAI)? *:	NO
IS THIS POST A DIRECT CONTACT ROLE IN WHICH INCUMBENT WILL BE IN CONTACT WITH CHILDREN EITHER FACE-TO-FACE, OR BY REMOTE COMMUNICATION, BUT THE COMMUNICATION WILL NOT BE MODERATED AND RELAYED BY ANOTHER PERSON? *:	NO
IS THIS POST A CHILD DATA ROLE IN WHICH INCUMBENT WILL BE MANIPULATING OR TRANSMITTING PERSONAL-IDENTIFIABLE INFORMATION ON CHILDREN SUCH AS NAMES, NATIONAL ID, LOCATION DATA, OR PHOTOS)? *:	NO
THE SELECTED CANDIDATE FOR THIS POSITION WILL BE REQUIRED TO ENGAGE WITH VULNERABLE CHILDREN*:	NO