I. POSITION INFORMATION

Position: Programme Analyst
Vacancy Announcement: UNEP Brazil Office
Type of Contract: Service Contract (SB4)
Duration: Six months (renewable)
Duty station: Brasilia/DF
Closing date for application: May 31st, 2020

II. ORGANIZATIONAL CONTEXT

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system, and serves as an authoritative advocate for the global environment. Our mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations. Our work includes assessing global, regional and national environmental conditions and trends; developing international and national environmental instruments; and strengthening institutions for the wise management of the environment. This position is located at the Brasilia Country Office.

III. FUNCTIONS / KEY RESULTS EXPECTED

Under the overall guidance of the UNEP Brazil CO Representative and direct supervision of the Senior Programme Officer, the incumbent assists in the implementation and monitoring of projects assigned to her/him. Also, the Programme Analyst will be responsible for assisting the Senior Programme Officer in programme related activities, ensuring a smooth implementation of the projects and consistency with UNEP rules and regulations.

The Programme Analyst works in close collaboration with the Programme, Operations, Communications and project teams in the Country Office for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UNEP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The Programme Analyst will undertake the following tasks:

- Support the project execution, according to project work plan, ensuring accordance with UNEP/GEF rules and procedures;
- Participate in periodic coordination meetings with project team (UNEP and National Executing Agency), the Steering Committee, and with the working groups created within the project framework;
- Researches, analyzes and presents information gathered from diverse sources.
- Assist the Project Officers and the National Executing Agency in the elaboration and implementation of the project annual work plans, activities report and budgets;
- Prepare drafts of Terms of Reference for the procurement of goods and services and hiring of consultants and individual contractors; taking care of the procedures necessary for contracting and payment processing;
- Assist in analysis and review of reports developed by consultants and local implementing agencies;
- Support in the negotiation and establishment of institutional partnerships for achieving projects results, including preparation of legal and cooperation documents for the approval of the parts involved.
- Keep control of the delivery of products by consultants and contracted institutions; as well as of the effected payments;
- Participate in workshops, seminars, meetings and other events related to the project’s objectives and provide support in their organization, including preparation of travel requests and other logistical aspects;
- Assist in sub-contracting of institutions and processing of related payments;
- Gather information to assist in the preparation of project documents and reports, including both financial and progress reports, according to the UNEP /GEF rules and procedures;
- Support in gathering and insertion of information in the project control and monitoring systems of the UNEP, National Executing Agency, ABC/MRE (SIGAP), GEF (PIR) and other participating institutions;
- Implement the M&A plan, under the coordination of the Project Officer;
- Assist in external midterm and final evaluations, as well as in auditing processes;
- Assist in implementation of the project visibility plan and dissemination of results and lessons learnt;
- Follow and implement the chronogram(s) of specific activities/objectives for each project component;
- Keep the project documentation and records (physical and electronic) organized and available for consultation;
- Other actions required for effective project execution.

IV. TRAVEL
Costs with missions/travels in order to meet the objectives and results stated in this Term of Reference are not included in the total amount mentioned above and shall be covered by the Office, if necessary.

V. REPORTING LINES
The Service Contractor will perform its duties and responsibilities under the direct supervision of the UNEP Brazil Office Senior Programme Officer.

VI. IMPACT OF RESULTS
All services to be performed under this Term of Reference (ToR) will have a direct impact on the development and implementation of the UNEP Brazil Office.

VII. COMPETENCIES AND CRITICAL SUCCESS FACTORS
Professionalism: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations
**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

**Planning and Organizing:** Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner. Demonstrated ability to coordinate tasks to meet deadlines.

**VIII. RECRUITMENT QUALIFICATIONS**

**Mandatory Academic Background**
- An advanced university degree in Environment-related Sciences, Development Studies, Economics or Social Sciences is required.
- A first-level university degree in combination with 4 (four) additional years of experience may be accepted in lieu of an advanced degree

**Mandatory Work Experience**
- A minimum of 4 (four) years of relevant experience in project support, including the project cycle management and administrative and financial services, preferably in international cooperation projects in Brazil is required

**Language requirements**
- Fluency in Portuguese and English is required
- Knowledge of additional UN languages would be an asset
- Good drafting/ writing skills, good oral communication skills required

**Mandatory skills**
- Expertise in the programmatic area related to the services to be performed;
- Knowledge of UN procedures, and GEF rules and function will be an asset;
- Good communication and capacity for writing texts, documents, reports and correspondences;
- Ability to make inter-institutional articulation and to act in close contact to the following interfaces: government bodies, institutions, companies and others;
- Advanced Computer skills with experience in spreadsheet packages (MS Word, Excel, etc.);
- Interpersonal skills, such as initiative, responsibility, teamwork, flexibility and capacity to work under pressure.

**Corporate Competencies**
- Demonstrates integrity by modeling the UN’s values and ethical standards
- Promotes the vision, mission, and strategic goals of UNEP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Qualified candidates may submit their applications by e-mail, in ENGLISH, including:

1. Detailed curriculum vitae (Personal History Format - P11 – [click to open the template]);
2. Application letter containing the expected remuneration.

Applications must be sent to the address mentioned below by no later than May 31st, 2020, 23:59 (Brasilia time) quoting reference “Process 04/2020 Programme Analyst | UNEP”.

E-mail: elisa.tavares@un.org

**Applications received after the deadline will not be considered.**

**Only short-listed qualified candidates will be contacted for interview and written assessment phases.**

**United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.