Vacancy Announcement

Issued on:	19 March 2024
Organizational location	UN-Habitat, ROLAC
Requesting Team	Southern Cone Countries (Brazil, Argentina, Uruguay, Chile, Paraguay)
Title and Id Number of Programme/Project	Multiple projects
Duty station	Rio de Janeiro
Functional title	Operations Analyst (Human Resources)
Contract type	UNDP Service Contract (SB-3/3)
Post duration	6 months with possibility of renewal
Closing Date	31 March 2024

Background

The main mandate of the United Nations Human Settlements Programme (UN-Habitat) is to promote sustainable development of human settlements and policies conducive to adequate housing for all. Within this framework, UN-Habitat supports central and state governments, as well as local authorities and other partners for the implementation of the Habitat Agenda, the 2030 Agenda with the Sustainable Development Goals and the New Urban Agenda.

UN-Habitat helps the urban poor by transforming cities into safer, more inclusive, compact, integrated, resilient, and connected places with better opportunities where everyone can live with dignity. It works with organizations at every level, including all spheres of government, civil society, and the private sector to help build, manage, plan and finance sustainable urban development.

The Regional Office for Latin American and the Caribbean – ROLAC – is based in Rio de Janeiro, Brazil. The Agency puts emphasis in developing and managing activities in the host country. Indeed, for the past years, UN-Habitat has expanded its portfolio in Brazil by working with the three tiers of government in order to support the formulation and implementation of more effective, sustainable, participative, and socially fairer urban economic, social, and environmental policies.

In order to meet with greater demand for projects, the office of Rio de Janeiro is looking for an Operations Analyst (Human Resources) that will be focusing on Brazil and in Southern Cone countries. The professional will assist on administrative, financial, and human resources tasks.

Report to UN-Habitat Manager:

The Operations Analyst (Human Resources) reports to the National Officer for Brazil, who will evaluate their performance.

Ultimate Result of Service:

He/she will provide routine administrative services related to human resources to all the projects under the umbrella of the Office in Brazil and Southern Cone countries. He/she will work in close collaboration with operational and technical team of UN-Habitat in Rio de Janeiro and local project teams, UN-Habitat Headquarters, staff of other UN Agencies.

Outputs/Work Assignment:

The Operations Analyst (Human Resources) shall support the implementation of administrative, financial, and human resources activities according to the responsibilities indicated below.

Responsibilities

Under the overall supervision of the National Officer for Brazil, the Operations Analyst (Human Resources) will work in the following areas:

Human Resources

→ Review Terms of Reference before publication by UN-Habitat.
→ Liase with HR in UN-Habitat Headquarters the review of Terms of Reference when needed.
→ Follow up on hiring processes done by partner agencies.
→ Schedule and set up interview panels through e-mail.
→ Contact shortlisted candidates for interview and post interview feedback.
→ Gather necessary documentation according to UN rules and regulations needed for hiring in any modality (CIC, IC, UNOPS, UNDP etc.).
→ Request Index Number for new hiring.
→ Request BP for new hiring.
→ Raise and follow up Shopping Cart and or Purchase Orders as needed.
→ Track and monitor contract duration and expiry dates
→ Prepare monthly reports to Headquarters.
→ Maintain HR database.
→ Any other processes and actions needed.

Administration

→ Organize and file all relevant documents and information in the administration of the projects.
→ Support the team through audits and other administrative and financial compliance.
→ Redact official letters in both Portuguese, Spanish and English.
→ Request, control and organize all payment request.
→ Assist, if needed, with the monthly payroll.
→ Support the finance management of UN-Habitat related to the planning, requesting, and controlling of all project related activities.

Finance Administration

→ Support in advising on financial and administrative management.
→ Assist in the control and budget management of projects in Umoja, advising on the procedures to be performed according to the needs of the implementation plan and / or accounting requirements.
→ Raise requests of transaction required for the correct and effective implementation and closure of the projects.
→ Assist in monitoring of Umoja accounting of projects, including transactions created by UNON.
→ Assist on the identification of possible errors in this area, request the corrections providing and follow up on the correction.
→ Assist on the preparation of Budget Revisions in collaboration with the Finance Specialist and the PMO.
→ Assist on the execution of Agreements of Cooperation (payments, expenditure reports, audits).
→ Undertake any other duties and responsibilities within the incumbent's expertise that can be reasonably expected to help maximize the efficiency and effectiveness of UN-Habitat.

Other

→ Support any other initiative requested by the Project and Finance Managers.

→ Be responsible for maintaining an organized and accessible information file.
→ Be responsible for ensuring that all activities observe the principles of integrity of the United Nations.

Knowledge Management

→ The person must know the processes, procedures, and norms of UN-Habitat, in order to guarantee an adequate quality of the activities described above, following the standards of the organization.
→ The person will propose formats and procedures that allow the efficient implementation of the activities related to the project development.
→ The person must know the file of the Office, work with it and ensure its proper maintenance, accessibility for all staff and due updating.
→ The person will prepare databases related to the project running.
→ The person will make sure that all relevant technical information will be adequately shared with the correspondent staff.
→ The person will ensure that all produced material will be fit-for-purpose and delivered, in an organized way, for posterior consultation and use of the Agency.

The consultant will be responsible for completing all courses or trainings that are indicated to him/her by his/her supervisor. The security course BSAFE is required to be accredited during the first month of employment.

The consultant will be responsible for his/her own security, so the person should get familiarized with United Nations security mechanisms and comply with them according to the Framework of Accountability for the United Nations Security Management System.

Competencies

Professionalism: Experience working in inter-institutional environment, project management, monitoring-evaluation; approaches and strategies with regard to good urban governance and local and regional development.
Planning and organization: Professional approach to work, strong sense of responsibility, operate with minimal supervision; proven organizational skills and ability to manage a workload efficiently and within set deadlines.
Communication: Ability to write clearly and effectively; listen to others, interpret messages correctly and respond appropriately; show openness in information sharing and keep everyone informed; solid abstract reasoning skills together with a proven capacity to write documents for diverse audiences.
Teamwork: Ability to work with teams, demonstrate leadership, conflict management and consensus facilitation skills; ability to work in a multicultural and multi-ethnic environment, and to respect diversity; sensitivity to the main streaming of vulnerability; willingness and ability to work in difficult environments.

Qualifications

Academic Qualifications:

- **Required:**

Bachelor's degree in Business Administration, HR or related field is required, or additional three (3) years of relevant experience to the post, beyond the requirement.

- **Desired:**

Postgraduate degree (Lato Sensu or Stricto Sensu) in Business Administration, HR or related field.

Experience:

- Minimum of 4 years of relevant experience with administrative, financial and/or human resources routine is required.
- Previous experience with the United Nations is considered an asset.
- Familiarity with and interest in urban and development issues and in the urban global agenda of the Organization is desirable.

Skills:

Good handling of technological tools and use of commercial packages such as Microsoft Office (especially Excel), Internet, cloud sharing, Microsoft Teams, SharePoint. Experience with SAP in general and/or Umoja is considered an asset.

Languages:

- English and French are the working languages of the United Nations Secretariat, and Spanish is the working language of the Regional Office.
- For the post advertised, fluency in Portuguese and English is required. Working knowledge of Spanish will be considered an added advantage.

Travel details:

The consultant must be available to travel to the places related to the activities in the country, if requested by the National Officer for Brazil and/or the International Officer. Travels will be coordinated and financed by UN-Habitat, according to the United Nations travel rules and guidelines.

Duration

Six (6) months upon the signature of the contract, with the possibility of renewal.

Remuneration (SB-3/3): BRL 6.360,64 (net amount) plus INSS and CIGNA health insurance.

Notes

All applications will be treated with the strictest confidence. Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only short-listed applicants will be contacted.

To submit an Application, please access: https://forms.gle/CXhFWUaWvBubUbT29

Deadline for applications: 31 March 2024

Applications must include: UN Personal History Form in English (Only the form published together with this Terms of Reference will be accepted) and CV in English, Spanish or Portuguese