

BERNARD VAN LEER FOUNDATION JOB DESCRIPTION

BASIC INFORMATION

Position: Representative for Brazil
Team: Programme
Reports to: Programme Director
Based in: Brazil
Date: August 2018



PURPOSE

At the Bernard van Leer Foundation, we believe that giving all children a good start in life is both the right thing to do and the best way to build healthy, prosperous and creative societies.

We are a private foundation focused on developing and sharing knowledge about what works in early childhood development. We provide financial support and expertise to partners in government, civil society and business to help test and scale effective services for young children and families.

THE POSITION

The Representative Brazil is the main point of contact for all partners in the country. Using the Foundation's expertise, network and available financial resources, the Representative will have a dual mandate to i) manage and monitor a set of existing strategic partnerships; and ii) expand our work and portfolio of partnerships with an emphasis on growing our engagement with cities throughout the country and generating strategic knowledge.

PRINCIPAL RESPONSIBILITIES AND TASKS

The Representative Brazil will serve as Foundation's primary point of contact in Brazil for partnership development and advocacy by consistently expanding our network, sourcing new projects for financial support and representing the Foundation through speaking and writing in public fora;

- Build partnerships including components of financial support, technical assistance and advocacy with government, international organisations, business, academic, non-government, foundation and civil society stakeholders to:
 - Develop and scale Parents+ programmes in Brazil
 - Expand Urban95 to new pioneering cities in Brazil

- Incorporate Urban95 into the training of strategic professionals engaged with urban development in Brazil
- Position Urban95 in the broader debate about the future of cities in Brazil
- Grow and strengthen the overall field of early childhood development in Brazil
- Develop and gather strategic thinking and knowledge
- Maintain and reinforce partnerships through active monitoring, advising, advocacy, project management and the provision and/or facilitation of technical assistance
- Ensure all flagship projects have robust documentation and evaluation activities built-in
- Contribute to the knowledge base of the Foundation by regularly sharing insights and knowledge coming out of the work in Brazil with the global Foundation team
- Manage a small team, local consultants and an operational budget for activities in Brazil with support from the Foundation headquarters in the Netherlands.

PROFESSIONAL CONTACTS

Inside the Foundation: Programme team and all BvLF staff

Outside the Foundation: Stakeholders, private and public donor agencies and business leaders

QUALIFICATIONS, SKILLS AND COMPETENCIES

Qualifications, skills and experience:

- Excellent management skills
- Experience with funding/designing/implementing projects in areas of development – ideally in early childhood development
- Demonstrated capacity to build effective relationships with a wide range of stakeholders, and to deliver results through collaboration, diplomacy and negotiation
- Experience in networking with government, civil society, academia and philanthropical sector
- Experience being part of programmes that went to scale
- Experience with multi-stakeholder partnerships
- Demonstrated ability to plan and think strategically
- Strong planning, goal-setting, prioritization and organizational skills
- Excellent communication skills
- Ability to effectively communicate both verbally and in written English

- 10+ years of progressively responsible experience in the field of early childhood development or a closely related field
- Proven ability to recognize and work effectively in compliance with internal policies and external constraints
- Well-developed emotional intelligence, including self-awareness, self-management, and empathy
- Ability to work efficiently under pressure and on a wide range of tasks

Organizational competencies:

- Teamwork
- Learning ability
- Result-orientedness

Job specific competencies:

- Networking
- Leadership
- Negotiating
- Entrepreneurship

LOCATION: Brazil

WE OFFER:

- We offer a competitive salary, including opportunities for personal development
- Type of contract: initial consultancy contract will be for 1 year with the opportunity to extend this consultancy contract, based on good performance
- International and professional working environment

YOUR JOB?

Are you enthusiastic about this job? If so, please send your detailed resume and motivational letter in English to **CRBrazil_vacancy@bvleerf.nl** not later than 14 September 2018 and mention in the subject Application for Country Representative Brazil.