BERNARD VAN LEER FOUNDATION JOB DESCRIPTION

BASIC INFORMATION
Position: Programme Administrator Brazil (PA)
Team: Programme
Reports to: Country Representative and Lead Programme Admin and Control
Based in: Brazil
Closing Date: 17 August 2020

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 Programme Administrator (PA), will be responsible for all the administrative tasks of Programme and Knowledge for Policy departments. In addition, he/she will act as gatekeeper, administrative controller and ensure consistent delivery of quality. This function requires professional first line communication skills (written and verbal) with diverse external and internal stakeholders. The PA has a principle reporting obligation to both the Country Representative and the Lead Programme Admin and Control.

PRINCIPAL RESPONSIBILITIES AND TASKS
General
• Provide continued first line support and communication from and to partners and consultants and capture all the relevant information in the Foundation’s systems (Sales Force and M-files)
• Maintain close and frequent cooperation with the Financial Analyst and Lead Programme Admin and Control functions in the Netherlands
• Maintain close and frequent cooperation with other PAs to exchange information and look for common solutions

Investments Administration
• Consistently and accurately update data with forethought given to meeting the requirements of the interim and annual audit with proper consideration for document archiving and authorization evidence
• Manage and monitor the administration of all investments from beginning to end
• Promote mutual agreements and solutions with partners and consultants in case of differences
• Maintain and update the contact information of partners and consultants
• Request and check relevant due diligence documents of proposed partners
• Ensure that proposal requirements have been met
• Monitor budget proposal requirements have been met using experience for local country specific budgets and flag items for consideration by Country Representative
• Liaise with Financial Analyst in the Netherlands unit regarding Budget Assessments, and payments
• Assist Country Representatives on the preparation of Approval memo and advise on which type of MRT to use etc.
• Prepare Grant Letters and Contracts with all required annexes to be sent to partners and consultants for their signature
• Active follow-up with the partner to ensure compliance of requirements before each instalment
• Verify that received statutory documents meet requirements before submitting for approval
• Review incoming Financial Statements and Yearly Audited Financial Reports and give feedback to country representative, partner or consultant on the documents
• Track payments have gone through correctly (e.g. correct bank info.; bank codes etc.)
• Update Country Representatives and Programme Director on Grant making progress funnel
• Liaise closely with partners in order to manage MRT process, formalize agreements and ensure timely and accurate transfer of funds to third parties
• Monitor updated budgets for No-Cost-Extension request from partners
• Drive closure process of projects and update CR of blocking issues on monthly basis
• Where there are subsequent changes to contracts or payment instalments that require adjustment in systems or negotiation, the PA will involve both the CR and Lead Control and Admin function in exploration of various options and final sign off

Desk Research
• Support the Finance unit and Financial Analyst on ad hoc requests for the Yearly Institutional Audits
• Support various units in the Foundation on the preparation of reports (i.e. K4P, Board to Trustee project highlights info; project archive info; input for Annual Report)
• Support and facilitate knowledge sharing with the other countries and units (i.e. sharing relevant country initiatives or achievements in Teams)
• Provide research, analysis and advisory support (explaining terms of reference etc.) to Country Teams
• Quality control and making suggestions for improvement regarding workflow processes and administrative systems
• Where requested prepare or provide input for briefing book for board member country visits

Unit Logistics
• Assist Country Representatives on mission related issues and agendas
• Maintain the Country Representative’s agenda and draft correspondence
• Prepare itineraries and documentation for travel visas
• Organizing local travel (with the advice of Travel and Event officer)
• Assist Country Representative in organising key meetings with external stakeholders, write summaries and assist with follow up
• Assist in the planning, logistics and implementation of technical meetings, events and travel with partners and third parties
• Provide editing and formatting support for internal and external communication
• Prepare and submit for approval all country staff claims: check if amounts are correct, all supporting invoices are received, scan bills, upload claim in SFDC, explain to new colleagues how to fill out claims and what codes to use, check bank details and follow-up with FA when transfer is delayed
• Managing local office management and processing invoices
• Support country team on the organization of country events
• Process invoices for organized country events
• Ad hoc support for organizing internal meetings
• Prepare and send reimbursement reports, as well as travel expenses reports
• Arrange and book international travels, booking flights, hotels and any other arrangements needed for trips and or group events (with the advice of Travel and Events Officer)

General
• Support ongoing adhoc tasks and projects as requested by the Country Representative and Lead Programme Administration and Control functions

PROFESSIONAL CONTACTS

Inside the Foundation:
• Program Department (Programme Director, Country Representatives, Programme Co-ordinators, and Program Administrator)
• Lead Programme Admin and Control
• Financial Analyst
• Knowledge for Policy (K4P)
• HR
• Executive Director
• Finance
• ICT
• Travel & Events (TCVS)

Outside the Foundation:
• All BvLF Partners and contacts

QUALIFICATIONS, SKILLS AND COMPETENCIES
Qualifications, skills and experience:
• College and administrative experience
• 3-5 years in a support function in an international organization
• Fluent in English and Portuguese
• Project management experience providing support on operational projects
• Salesforce, M-Files, Excel, Word
• Legal experience is an advantage

General BvLF Competencies:
• Teamwork
• Learning ability
• Result Orientedness

Job Specific Competencies:
• Problem Analysis
• Organization of Own Work
• Adaptability

LOCATION: Brazil/São Paulo

HOW TO APPLY:
Are you enthusiastic for the job? Please send your detailed resume and motivational letter in English to pabrazil_vacancy@bvleerf.nl by 17 August 2020 and mention in the subject Programme Administrator Brazil.