BERNARD VAN LEER JOB DESCRIPTION

BASIC INFORMATION
Position: Programme Coordinator Brazil
Team: Programme Team Brazil
Reports to: Representative Brazil
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 Coordinator Brazil facilitates the implementation, monitoring and evaluation of the Bernard van Leer Foundation’s investments in the country and its impact on policies and practices for early childhood. The Programme Coordinator supports the Representative Brazil in the execution and development of strategies grounded on the scaling up parenting programs that can be bundled with existing services for families (Parents +). The Programme Coordinator also supports the implementation and development of strategies aimed at adapting the urban environment of the city to the needs of low-income families with children from gestation to 5 years (Urban95).

PRINCIPAL RESPONSIBILITIES AND TASKS
• Represents the Country Representative Brazil in the country
• Takes part in strategic and work plan discussions
• Contributes to design, monitor and evaluate the country strategy in coordination with Representative
• Identifies and discusses opportunities of investment with Representative
• Provides administrative support for proposal production and work plan formulation
• Assesses initial drafts of budgets; and monitors their implementation
• Coaches and supports partners and allies
• Documents and reports program progress. Contributes to writing and reporting of various documents specific to the team and/or region such as quarterly progress reports, proposals, workplans, and political updates
• Attends internal meetings and external events to keep up to date on the latest information on team, region, or partners
• Provides logistic support in country when needed

PROFFESIONAL CONTACTS
Inside the Foundation: Representative, Brazil Team, Programme Team, Knowledge for Policy Team.
Outside the Foundation: Strategic institutional or individual contacts, partners, allies and stakeholders.

QUALIFICATIONS, SKILLS AND COMPETENCIES
Qualifications, skills and experience:
• Basic knowledge on ECD or ability to acquire a basic level of knowledge quickly
• Master’s Degree in Medicine, Health sciences, Urban Development, Social sciences or related field; or complete graduate studies in an Iberic America University (equivalent to Bachelor plus Masters)
• Track record in program management (at least 3 years)
• Living in the country for at least 3 years
• Experience in organizing events
• Proven ability to work with different stakeholders
• Fluent in English and Portuguese; Spanish is an advantage
• The candidate should be willing to travel frequently
• Working knowledge of PC-based word processing, presentation and spreadsheet applications
• Working knowledge of basic budget and accounting procedures
• Ability to meet deadlines

Organisational competencies:
• Teamwork
• Learning ability
• Result-orientedness

Job specific competencies:
• Networking
• Planning and organising
• Written communication
• Entrepreneurship

**LOCATION:** Brazil/São Paulo

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