BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION

Position: Programme Administrator Brazil
Team: Programme Team
Reports to: Representative Brazil
Based in: São Paulo, Brazil
Start Date: January 2023
FTE: 100% (5 days a week)
Salary range: Korn Ferry level 11 (BRL 66,661 – BRL 91,660)
Apply by: 20 December 2022

ABOUT THE BERNARD VAN LEER FOUNDATION

The Bernard van Leer Foundation is an independent Dutch organisation. We work worldwide to ensure that all babies and toddlers have a good start in life. Active in Brazil since 1970, our mission is to improve opportunities for the millions of children growing up in circumstances of social and economic disadvantage.

A good start puts each individual child on the path to realising their full potential, and sets the foundation for a healthy, equitable and peaceful society.

THE POSITION

The Programme Administrator is responsible for all administrative tasks for the Foundation’s work in Brazil. S/he is expected to manage the operations of the office and lead all administrative controlling, logistics and compliance from partners, including delivery of quality proposals and reporting from partners. This role requires close attention to detail, strong organizational and time-management skills and comfort communicating (written and verbal) with diverse stakeholders.

The Programme Administrator Brazil reports to both the Representative Brazil (based in Brazil) and the Lead Administration and Control (based in the Netherlands).
PRINCIPAL RESPONSIBILITIES AND TASKS

• Ensure beginning-to-end high-quality investment administration for Foundation grants and contracts working closely with partners, the Brazil Programme team and other teams based in the Hague
• Prepare and manage proposal, payment and reporting processes for all Brazil-based partnerships including performing due diligence checks
• Work closely with the Finance team and Control and Process Optimization Officer in the Netherlands unit regarding budget assessments, payments and process/workflow optimisation
• Update the Foundation’s internal management and monitoring systems with the necessary and accurate data, meeting all audit requirements including document archiving and authorization evidence
• Assist the Brazil Programme team by leading on logistics for events, travel and meetings
• Manage the Brazil office, including work with all suppliers, equipment, scheduling, payments and overall operations
• Manage operational expenditure processes for the Brazil Programme team
• Support and participate in knowledge sharing with the other programme administrators in other countries
• Provide input, editing and formatting support for internal and external communication
• Provide research, analysis and advisory as well as support on ad hoc tasks and projects as requested by the Representative Brazil and Lead Programme Administration and Control.

QUALIFICATIONS, SKILLS AND COMPETENCIES

• A bachelor’s degree or equivalent professional experience
• 3-5 years’ experience in an administrative role (ideally in an international organization)
• Motivated with a positive approach to work and excited about the mission of the Foundation
• Self-sufficient, detailed planning skills and able to meet deadlines
• Analytical skills with project and financial management experience
• Knowledge of Microsoft office and Salesforce and comfortable using other digital tools.
• Able to work closely with a small team locally and collaboratively with a decentralized team globally
• Strong communication and interpersonal skills
• Fluent in English and Portuguese both written and spoken
• Legal experience is an advantage
Organisational competencies:
- Teamwork
- Learning ability
- Result driven

Job specific competencies:
- Problem Analysis
- Organisation of own work
- Adaptability

PROFESSIONAL CONTACTS

Inside the Foundation: Programme team including the Programme Support & Learning unit, Control and Process Optimisation Officer, People and Culture team, Finance team, ICT

Outside the Foundation: Brazil-based partners and contacts

HOW TO APPLY:

Are you enthusiastic for the job? Please send your detailed resume and motivational letter in English to pabrazil_vacancy@bvleer.nl by 20 December 2022 and mention in the subject Programme Administrator Brazil