

I. Position Information

<p>Job Title: Office Administrative Assistant</p> <p>Department: UN Women Brazil Country Office</p> <p>Reports to (Title/Level): Programme Specialist</p>	<p>Type of contract: Service Contract</p> <p>Current Grade: SB3-4</p> <p>Deadline for application: 4/1/2020</p>
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II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Under the supervision of the Programme Specialist, the Office Administrative Assistant contributes to the effective management of the UN Women Brazil Office, concentrating on administrative support to the Country Office and providing assistance to the UN Women Representative. The Administrative Assistant supports the office by performing a variety of standard administrative processes ensuring high quality and accuracy of work in compliance with UN Women corporate rules and regulations. S/he promotes a client-oriented, quality and results-oriented approach.

The Office Administrative Assistant works in close collaboration with the programme and projects staff and the operations team to ensure consistent service delivery.

III. Functions

- I. General administrative assistance to the UN Women Country Office and the Representative by:**
 1. Efficient and discreet management of the Representative’s working schedule;
 2. Organization of regular and ad-hoc meetings; preparation of minutes and summaries of actions to be taken; tracking of progress on planned issues; follow-up with focal points;
 3. Ensuring adherence to appropriate protocol and correspondence guidelines by CO team when communicating with Government and other external partners;
 4. Draft routine correspondence, interoffice circulars, general briefing notes, prepare incoming correspondence for revision of the Representative; translation of documents when required;
 5. Facilitating smooth documentary workflow, maintain all necessary documents and ensure their proper filing.
 6. Provide interpretation during the meetings with the Representative, and written translation of the key documentation.

- II. Ensure effective provision of administrative and logistical support by:**
 1. Ensuring that travel arrangements and authorizations, passport and visa requests and extensions, flight bookings and all other matters related to travel of the Representative and other staff, if required, are properly and timely authorized and processed;

2. Monitoring of timely submission and recording of Travel claims and Mission reports by the staff, maintaining travel monitoring database;
3. Providing administrative and logistical support in preparation of missions, conferences, workshops;
4. Assisting in organization of shipments, mailing of documents for UN Women;
5. Answering office telephone calls and managing general mailbox;
6. Providing information for audit; acting on audit recommendations related to a sphere of general administration;

III. Provision of administrative support to Organizational Efficiency and Effectiveness (OEEF) project:

1. Participation in data collection, analysis and maintenance of projects related database and files; maintaining accurate electronic and paper filing, information and records systems ensuring safekeeping of confidential materials;
2. Providing inputs for preparation of OEEF budget, entering data in the system;
3. Participation in OEEF project activities (meetings, round tables, conferences, other public activities) preparation, implementation and follow up, taking meeting minutes;
4. Support Buyer in preparation of Purchase Orders (POs) by submitting full set of necessary supporting documents;

IV. Support to knowledge building and knowledge sharing by:

1. Provision of necessary administrative support for effective knowledge management and sharing;
2. Facilitation/conduction of trainings for the operations/projects staff on administration;
3. Providing sound contributions to knowledge networks and communities of practice

IV. Key Performance Indicators

- Adherence to UN Women rules and regulations;
- Quality support to conferences and events;
- Quality organization of files and reports;
- Timely and quality support to the Representative and the Country Office team.

V. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Ability to administer operational processes and transactions;
- Ability to perform work of confidential nature and handle a large volume of work;
- Good knowledge of administrative rules and regulations;
- Good IT and web-based management skills.

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none">• Bachelor's degree in Business Administration, Bachelor of Commerce, Human Resources, Finance, Social Sciences, International Relations and any other related fields.
Experience:	<ul style="list-style-type: none">• At least 5 years of responsible experience in administration, events management, procurement, human resources, or logistic support service.• Experience in the usage of computers and office software packages (MS Word, Excel, etc.).• Experience in the use of ATLAS is an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in oral and written English is required. Fluency in Spanish is an asset.• Knowledge of the other UN official working language is an asset.

Candidates should fill the P11 to apply for the position and to send a motivation to e-mail unwomenbra.hr@unwomen.org