

**I. Position Information**

**Department:** UN Women Brazil Country Office

**Job Title:** Programme Administrative Assistant

**Duty Station:** Brasília, Brasil

**Vacancy end date:** 3 June 2020

**Type of contract:** Service Contract

**Current Grade:** SB3-4

**Reports to (Title/Level):** Programme Manager

**Contract duration:** 12 months, with possibility of extension

**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.

UN Women is committed to ensuring equality between women and men as partners and beneficiaries of humanitarian action. In Brazil, the Leadership, Empowerment, Access and Protection (LEAP) joint programme aims to support the Brazilian government in adequately responding to the needs of migrant, asylum seeker, refugee and host women in Brazil. Under UN Women leadership to incorporate a gender perspective in the response to Venezuelan migrant, asylum seeker and refugee women, UNFPA and UNHCR immediate objectives on the programme include:

- To strengthen protection and support mechanisms for migrant, asylum seeker refugee and host women.
- To promote migrant, asylum seeker, refugee and host women's economic empowerment, opportunities and rights.
- To promote migrant, asylum seeker, refugee and host women's empowerment, leadership and substantive participation in the humanitarian response.

Under the supervision of the Programme Manager, the Programme Administrative Assistant contributes to the effective management of and with administrative support to the Humanitarian Action and Women, Peace and Security Unit, providing assistance to the Programme Manager and the respective team members. The Administrative Assistant supports the team 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 Programme Administrative Assistant works in close collaboration with other programmes and the office staff and operations team to ensure consistent service delivery.

**III. Functions**

**I. Support implementation of operational strategies by:**

1. Full compliance of administrative activities with UN/UN Women rules, regulations, policies and strategies;
2. Provision of inputs to the project's administrative business processes mapping and implementation of the internal standard operating procedures (SOPs);
3. Provision of inputs to the preparation and implementation of administrative team results-oriented work plans.

**II. Support in implementation of HR services by:**

1. Facilitation of HR services including personnel matters, attendance records, contracts extension/termination, vacancy announcement, compilations of matrixes, organizing interview panels etc. in full compliance with HR rules, regulations, policies and strategies;
2. Maintenance of staffing lists and reports;

**III. Ensure effective provision of administrative and logistical support to the formulation and management of the Programme Unit 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 Programme Manager, Team members and external collaborators and stakeholders, 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. Drafting routine correspondence and briefing notes; prepare outgoing correspondence for revision of the Programme Manager and translation of documents when required;
4. Assisting in organization of shipments and mailing of documents for the Programme Unit;
5. Providing information for audit; acting on audit recommendations related to a sphere of general administration;
6. Participation in data collection, analysis and maintenance of projects related database, maintaining accurate electronic and paper filing, information and records systems ensuring safekeeping of confidential materials;
7. Providing administrative support in the preparation of Programme work plans, inputs for proposals on programme implementation arrangements, for the preparation of the Programme budget and entering data in the system, including monitoring the delivery of funds;
8. Providing administrative support to the executing agencies / responsible parties on routine delivery and reporting of programme supported activities and finances;
9. Providing administrative and logistical support and participating in Programme activities (meetings, round tables, conferences, workshops, other related activities) preparation, implementation and follow up with focal points, taking meeting minutes;
10. Collecting necessary supporting documents to the creation of Vendor forms, create requisitions in Atlas, conduct and/or contribute to the sound completion of procurement processes;
11. Supporting Buyer in preparation of Purchase Orders (POs) by submitting full set of necessary supporting documents;
12. Processing payments, as delegated;

**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 administrative support to 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 create, edit and present information in clear and presentable formats;
- Ability to manage data, documents, correspondence and reports information and workflow
- Good knowledge of administrative rules and regulations;
- Good financial and budgeting skills;
- Good IT and web-based management skills.

## VI. Recruitment Qualifications

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

## VII. Applications

Applicants **must** complete the [UN Women Personal History Form \(P11\)](#) to apply for the position and send a motivation letter to the e-mail [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) until **11:59 pm 3 June 2020**.

Indicate in the subject line: **“Programme Administrative Assistant”**

Due to the large number of applications received, only the selected applicant(s) will be notified.

Prepared by:



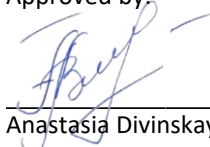
Liliam Litsuko Huzioka, Programme Manager

Reviewed by:



Veronika Frolova, OM on DA

Approved by:



Anastasia Divinskaya, Representative, UN Women Brazil CO

17 April 2020