

<p><b>Post Title:</b> Administrative Assistant</p> <p><b>Organizational Unit:</b> Brazil Country Office</p> <p><b>Supervisor/Grade:</b> Programme Manager SB5/5</p>	<p><b>Type of Contract:</b> Service Contract</p> <p><b>Current Grade:</b> SB-3</p> <p><b>Contract Duration:</b> 12 months</p> <p><b>Duty Station:</b> Sao Paulo, Brazil</p>

**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.

The Unstereotype Alliance aims to tackle how the industry can affect positive cultural change by using the power of advertising to help shape perceptions that reflect realistic, non-biased portrayals of women and men. Convened by UN Women, the Unstereotype Alliance has been embraced by businesses and organizations who have been champions of addressing gender bias in the industry.

Under the guidance and supervision of the Programme Manager, the Administrative Assistant supports the National Private Sector Programme including: *the Women Empowerment Principles and the “Unstereotype Alliance”*, by performing a variety of standard administrative processes and supporting the development and maintenance of partnerships, ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality, and results- oriented approach and works in close collaboration with the Programme staff and the Operations team to ensure consistent service delivery.

### III. Functions / Key Results Expected

#### 1. Provide Administrative Support to the Programme Manager, the Unstereotype alliance consultants and WEPs signatory companies

- Support communications to reach out, engage and provide administrative follow up on strategic partners including WEPs signatories and members of the Unstereotype Alliance.
- Collaboration with UN Women headquarters to support the development of due diligence processes of the new companies (which sign the WEPs)
- Support external communication towards partners
- Support logistic training activities and technical assistance to companies (quotation of services, reservation of spaces and control of participants.)
- Follow the agenda of events and meetings of the program's technical manager.
- Assistance organizing local or external meetings, the meetings of the Unstereotype Alliance (agenda preparation, minutes, and presentations)

#### 2. Support the operational activities of the Unstereotype Alliance:

- Organization of missions. Collection of documents and information for organizing travel by the Programme Manager, consultants, and relevant stakeholders
- Support survey, systematization, and maintenance of the digital and physical files of the consultants' activities for internal program reports (files in the Program Unit).
- Acting as a “back-up” of the other administrative assistant, including internal administrative and operational processes that concern the review of supporting documents (requisitions, purchase orders, monitoring the payment process, preparing templates and supporting documentation for payments related to the project);

#### 3. Support the administrative procedures to follow up on the Unstereotype Alliance partnerships with a focus on organizing and maintaining key documents:

- Review of financing agreements and supporting documentation,
- Support management of donor agreements in the Donor Agreements Management System (DAMS)
- Support management of donor agreements and donor reports, in DAMS

#### 4. Support to knowledge building and knowledge sharing

- Participate in the training for the operations/Programme team.
- Make contributions to knowledge management networks and communities of practice.

### IV. Key Performance Indicators

- Adherence to UN Women rules and regulations.
- Quality support to conferences and events.
- High-quality and accurate administrative assistance.
- Accurate organization of files and reports.
- Timely support to 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 and execute administrative processes and transactions.
- Ability to extract, interpret, analyze, and systematize data
- Good IT skills and web-based management skills.
- Excellent networking and advocacy skills
- Ability to promote the development of partnerships
- Demonstrated good oral and written communication skills.

## VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"><li>• Bachelor of Business Administration, International Relations, Economics, Social or Human Sciences and related fields.</li></ul>
Experience:	<ul style="list-style-type: none"><li>• At least 4 years of experience in administrative work, national or international development programs and/ or companies</li><li>• At least 2 years of experience in the logistical organization of meetings, seminars, and training.</li><li>• At least 2 years of experience preparing documents (letters, e-mails, terms of reference, presentations, minutes of the meeting, reports, etc.)</li><li>• At least 2 years of working experience in collecting, systematizing, and analyzing data</li><li>• Knowledge of technology applications to make invitations and manage mailing lists</li></ul>
Language Requirements	<ul style="list-style-type: none"><li>• Excellent communication skills (written and oral) in Portuguese are required.</li><li>• Advanced knowledge of English.</li><li>• Working knowledge of Spanish is a distinct advantage.</li></ul>

## VII. Application, submission package and selection process

All applications must include as one attachment:

- 1) **Motivation Letter**
- 2) **Completed and signed UN Women Personal History form (P-11) which can be downloaded from <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>**
- 3) **Deadline and submission details:** Interested candidates are requested to apply to this vacancy announcement no later than **August 12** at 23:59 hours (Brasilia Time) to the email address: [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) with a subject: "Administrative Assistant for "Win-Win: Gender Equality Means Good Business" Programme /Unstereotype Alliance " and answering the application form available at <https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mjJSIL6O1AkIwmHSBNmSMpJyzHcfxUMzJaN05MQUxUR01KNDE4S1BLWENUSOIPS4u>

**Applications without P11 may be treated as incomplete and may not be considered for further assessment.**

### Observations

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

Applicants must not be related (mother, father, sister, brother, son or daughter) to United Nations staff members.

Applicants must be Brazilian nationals or have permission to work in Brazil.

### Selection Process

**First phase:** Shortlist of the applications based on the required qualifications.

**Second phase:** Analysis of the applications by a Selection Committee. Classification based on the criteria.

**Third phase:** Interview, if the Selection Committee considers it necessary.

At the end of the last phase, the selected applicant should provide the following documents:

- Copies of the diplomas and certificates listed in the P11 form.
- Copies of the RG and CPF, or other identity document with picture and signature.