

I. Position Information

<p>Job Title: Office Clerk</p> <p>Department: Brazil Country Office</p> <p>Reports to (Title/Level): Programme Coordinator/Manager, Gender-responsive Governance, Women’s Leadership and Participation /NO-B</p> <p>Duty Station: Brasilia, Brazil</p>	<p>Current Grade: SB2-1</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.

Brazil is an upper middle income and highly diverse country ranked as the sixth-largest population and ninth-largest economy in the world. 52% of its population are women, 56% recognize themselves as afro descendent and 0.5% (close to 897,000) as indigenous. In 2019, the country ranked 79 in the human development index as well as in the gender equality index. Brazil ratified key human rights treaties such as the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Belem do Para Convention, and the Convention on the Elimination of Racial Discrimination (CERD). Brazil is also signatory of key normative human rights and development instruments such as the Beijing Declaration and Platform for Action, the Durban Declaration and Programme of Action and the Declaration on the Rights of Indigenous Peoples. In September 2015, Brazil joined the international community in the adoption of the 2030 Agenda for Sustainable Development, committing with the implementation of the 17 Sustainable Development Goals (SDGs), including SDG 5 “Achieve gender equality and empower all women and girls” and initiated the process aiming its localization. In December 2019, a new National Development Plan (Plano Pluri-Annual –PPA) 2020-2023 was approved in line with Brazilian Federal Government priorities and vision. All policies and programmes related to women’s rights are resumed in the programme “Protection to life, strengthening of family, promotion, and protection of human rights for all”.

The UN Women Brazil CO Strategic Note 2017-2021 is proposed in the framework of the international commitments to gender equality, empowerment of women and women’s rights of which Brazil is signatory and aligned with national priorities established in the PPA 2020-2023. It also prioritizes the mitigation of the consequences of Covid-19 pandemic on women making it a cross-cutting perspective to all outcome areas and considering race, ethnic and regional perspectives. The CO focus its programme in three outcome areas:

- 1) Women lead, participate in, and benefit equally from governance systems.
- 2) Women have income security, decent work, and economic autonomy.
- 3) All women and girls live a life free from all forms of violence

Under the supervision of the Programme Coordinator/Manager, Gender-responsive Governance, Women’s Leadership and Participation , the Office Clerk supports the Governance and Political Participation programme implementation by performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Clerk promotes a client, quality, and results-oriented approach.

The Office Clerk works in close collaboration with the programme and projects staff and the Operations team to ensure consistent service delivery.

III. Functions

1. **Provide general administrative and logistical support to the Governance and Political Participation area in accordance with UN Women rules, regulations, policies, and strategies**
 - Provide administrative support to payments, contracts, travels, and reimbursements
 - Arrange travel reservations, prepare travel authorizations, process requests for visas, identity cards and other documents, collect information for DSA, as required.
 - Provide administrative support to conferences, workshops, retreats.
 - Obtain services quotations, arrange reservations of venues, and supports participants' control
 - Provide administrative support to property management.
 - Support the organization and accuracy of digital and hard files.
 - Support the filling of forms and reports.
 - Support the service and relationship with technical team.
 - Provide inputs and drafts internal documents, notes and memoranda
2. **Provide administrative support to knowledge building and knowledge sharing**
 - Facilitate trainings for the operations/projects staff on administration.

IV. Key Performance Indicators

- Adherence to UN Women rules and regulations;
- Quality support to conferences and events;
- Quality organization of documents, 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 administrative 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"> • Completion of secondary education (secondary school) is required. • Bachelor's degree in Business Administration or related fields is an asset.
Experience:	<ul style="list-style-type: none"> • At least 1 year of progressively responsible experience in administration, procurement, HR, 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 Portuguese and working knowledge of English are required. • Working knowledge of Spanish is an asset.

VII. 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: Written test, if the Selection Committee considers it necessary.

Fourth 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.
- Evidence of the ownership of a bank account.
- Vendor form completed and signed.

VIII. Applications

Applicants must send the UN Women Personal History Form (P11) completed in English and signed and a one-page motivation letter in English to unwomenbra.hr@unwomen.org until **03 December 2020**. P11 form can be downloaded at: <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>

Indicate in the subject line of the application e-mail: ***“Programme Gov. Clerk 2020 – UN Women Brazil”***.

All applicants must also complete the online application form provided at **[INCLUDE LINK]**

Applications with incomplete documentation will not be considered.

IX. Observations

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

Questions should be sent to unwomenbra.hr@unwomen.org. Indicate in the subject line: ***“Question: Programme Gov. Clerk 2020 – UN Women Brazil”***.

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

Applicants must be Brazilian nationals or have permission to work in Brazil. UN Women carries out a fair and transparent selection process that considers the competencies and skills of the candidates.

UN Women welcomes the application of Afro Descendant, Indigenous, HIV, Transsexual and other groups of women subject to intersectional discrimination.