

I. Position Information

Job Title: Programme Assistant

Current Grade: G5

Department: Brazil CO

Reports to: NOB/Programme Analyst

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 the fifth-largest population and seventh-largest economy in the world. 51.6% of its population are women, 53.6% recognize themselves as afro descendent and 0.47% (close to 897,000) as indigenous. In 2015, the country ranked 75 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”.

Despite significant progress in the past decades, Brazil continues to witness extremely high rates of feminicides, intimate and domestic partner violence, and sexual violence. Afro-descendant women are more vulnerable and tend to report or seek help less often. Under notification is a reality and only part of the cases is brought to the public health system. Strategies for preventing VAWG through education has been suffering some these setbacks in the national arena, as national political leaders and subnational governments have been championing the removal of gender equality and EVAWG language and content from the school curricula.

Rates of feminicides, intimate and domestic partner violence, and sexual violence increased, affecting mostly black and indigenous women, who, considering the intersection with race and class discrimination, have less access to justice and to public services in general. According to 2018 data (FBSP), 4,539 women were killed in 2017 in Brazil; 60,018 rape crimes were reported to the police and 221,238 crimes of physical assault related to domestic violence were reported to the police. The number of killings of black women is 71% higher than that of non-black women. The of Youth Vulnerability Index (2017) indicated that violence affects mostly young black men living in poor urban areas, but it also highlights that the relative risk of a young black woman being killed is 2.19 times that of a young white woman. Cities in the North and North-East regions have the highest youth vulnerability rates – 46.8% and 42.3%, respectively

UN Women Brazil has broadened its long-term strategy to ending violence against women by aligning its high-level advocacy and programmes to the global “framework to underpin action to prevent violence against women”: preventing violence before it occurs through education and communication, breaking the violence cycle through economic empowerment, sport and the protection of human rights defenders, and limiting the impacts of VAW through increased access to justice.

As part of the United Nations Country Team (UNCT), UN Women continues to push for key opportunities to promote gender equality and women's empowerment through strengthened coordination. The new United Nations Sustainable Development Partnership Framework (UNDAF) 2017-2021 has 5 axis that corresponds to the 5 Ps of the 2030 Agenda for Sustainable Development (people, planet, prosperity, peace and partnerships), specifying the need to include commitments with gender and racial equality in all of its results. The CO continues to lead the Inter-Agency Thematic Group (TG) on Gender, Race and Ethnicity and to support the implementation of the work plan for the International Decade for People of Afro Descent 2015-2024, as well as to boost the Secretary-General's UNITE to End Violence Against Women Campaign.

About the Position

Reporting to the Ending Violence Against Women Programme Analyst, the Programme Assistant works with and provides support to the members of the Programme Team in the development and implementation of effective programmes, especially programme One Win Leads to Another, consistent with UN Women rules and regulations. S/he provides programme, administrative, and logistical assistance to the team for the smooth programme implementation.

III. Functions

1. **Provide administrative and logistical support to the formulation and management of programmes**
 - Provide administrative support in the preparation of programme work plans, budgets, and proposals on programme implementation arrangements, including tracking the delivery of funds;
 - Provide administrative support to the executing agencies / responsible parties on routine delivery and reporting of programme supported activities and finances;
 - Provide administrative support for the audit of programmes/ projects and support implementation of audit recommendations;
 - Identify sources and gather and compile data and information for the preparation of documents, guidelines, speeches and position papers, in collaboration with the Programme team.
2. **Provide administrative support to the financial management of the Programme Unit**
 - Create projects in Atlas, prepare budget revisions, revise project awards and status; and determine unutilized funds and the operational and financial close of a project;
 - Provide administrative support in monitoring and preparation of budget and the finances of programmes/projects, and in the preparation of FACE forms;
 - Prepare non-PO vouchers for development projects;
 - Process payment for consultants, as delegated;
 - Create requisitions in Atlas for development projects; register good receipts in Atlas.
3. **Provide administrative support to the Programme Unit**
 - Undertake all logistical, administrative and financial arrangements for organization for meetings, workshops, events, and missions;
 - Make travel arrangements for the Programme Team, including travel requisitions and claims;
 - Draft minutes in meetings, as delegated;
 - Assemble briefing materials and prepare power-point and other presentations, in collaboration with the Programme team;
 - Organize and coordinate filing of documents; maintain mailing lists.
4. **Provide administrative support to resource mobilization**
 - Organize, compile, and process documentation and information from donors, and programme team as inputs to various databases and documents.
5. **Facilitation of knowledge building and knowledge sharing**

- Provide administrative support to the organization of training for the office staff and partners on programme and operations related issues.

IV. Key Performance Indicators

- Timely and accurate administrative and logistical support to events, workshops, and missions;
- Full compliance of administrative activities with UN Women rules, regulations, policies and procedures;
- Timely and accurate tracking of data for CO management and donor purposes;
- Quality maintenance of internal systems and files;
- Quality and timely support to programme 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

- Knowledge of programme management;
- Ability to create, edit and present information in clear and presentable formats;
- Ability to manage data, documents, correspondence and reports information and workflow;
- Good financial and budgeting skills;
- Good IT skills.

VI. Recruitment Qualifications

Education and certification:

- Completion of secondary education required.
- Bachelor's degree in Business, Public Administration or related field is an asset.

Experience:

- At least 5 years of progressively responsible experience in administrative or programme management/support;
- Experience in working in a computer environment using multiple office software packages;
- Experience in the use of ATLAS is required;

	<ul style="list-style-type: none">• Experience in supporting a team is an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English, Spanish and Portuguese is required;• Knowledge of the other UN official working language is an asset.

Applications should be done using the P11 form and be sent to unwomenbra.hr@unwomen.org until 27 March 2019.