

TERMS OF REFERENCE

Programme Assistant	
Location:	Brasília, DF, Brazil
Deadline for application:	03 November 2019
Type of contract:	Service Contract (SB3)
Language(s) required:	Portuguese and English
Expected start date: (date on which the candidate should begin working)	01 January 2020
Expected end date:	31 December 2020 (with possibility of extension)
Context	
<p>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.</p> <p>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 femicides, 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.</p> <p>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 (UNSDPF) 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</p>	

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.

Reporting to the Project Manager, the Programme Assistant works with and provides support to the members of the Programme Team in the development and implementation of effective programmes consistent with UN Women rules and regulations. The Programme Assistant provides programme, administrative, and logistical assistance to the team for the smooth programme implementation.

Functions and key results expected

- 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;
- 2. Provide administrative support to the financial management of the Programme Unit**
 - Enter budget revisions in Atlas;
 - Provide administrative support in monitoring and preparation of budget and the finances of programmes/projects;
 - Collect documentation and support the creation of Vendor forms;
 - Process payment for consultants, as delegated;
 - Create requisitions in Atlas for development projects;
 - Conduct and/or contribute to the sound completion of purchasing processes (i.a. micropurchasing, RFQs and RFPs).
- 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 and external collaborators and stakeholders, 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.

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.

Recruitment Qualifications

Required:

Education:

Completion of secondary education required.

Languages:

Fluency in Portuguese and English is required.

Experience:

At least 3 years of progressively responsible experience in administrative or programme management/support;

Experience in working in a computer environment using multiple office software packages;

Desirable:

Bachelor's degree in Business or Public Administration is an asset.

Experience in working in UN System is an asset;

Experience in the use of ATLAS is an asset;

Experience in supporting a team is an asset.

Selection

Applications will be evaluated by the following criteria:

Criteria	Weight
Experience in administrative or programme management/support	40
Bachelor's degree in Business or Public Administration.	20
Experience in the use of ATLAS.	20
Experience in supporting a team.	20
Total	100

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.

Applications

Applicants **must** complete the online form (<https://forms.gle/y2PTHCw8f8z3kVTHA>) **and** send **UN Women Personal History Form (P11)** completed to unwomenbra.hr@unwomen.org until **23:59PM 03 November 2019**. Indicate in the subject line: **"Programme Assistant"**

Applications that do not complete the online application form **and** submit P11 will be not be considered.

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

Observations

Applicants with employment in public institutions will need to present evidence of leave without pay.

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.

