

I. Post Information

Post Title: Administrative Assistant

Current Grade: GS-5

Organizational Unit: UN Women Brazil
Country Office

Post Number: 00082507

Supervisor/Grade: Operations Associate (GS7)

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.

Under the guidance and supervision of the Operations Associate, the Administrative Assistant supports the Office Operations by performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality and results-oriented approach.

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

III. Functions / Key Results Expected

Summary of Key Functions:

- 1. Support implementation of operational strategies**
 - 2. Provision of Procurement and Travel Support**
 - 3. Provision of administrative and logistical support**
 - 4. Support to knowledge building and knowledge sharing**
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- 1. Support implementation of operational strategies**
 - Support full compliance of administrative activities with UN Women rules, regulations, policies and strategies.

- Provision of inputs to the CO administrative business processes mapping and implementation of the internal standard operating procedures (SOPs).
- Provision of inputs to the preparation and implementation of administrative team results-oriented work plans.

2. Provision of Procurement & Travel Support

- Performance of a Buyer role in Atlas and preparation of POs for travel activities.
- Support to organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation.
- Preparation of POs.
- Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents.

3. Provision of administrative and logistical support

- Organization of shipments, customs clearance arrangements, preparation of documents for UN Women shipments (received/sent),
- Administrative support to conferences, workshops, retreats.
- Collection of information for DSA, travel agencies and other administrative surveys, support to organization of common services.
- Maintenance of the filing system ensuring safekeeping of confidential materials.
- Assistance in the preparation of budget, provision of information for audit.
- Support implementation of HR services with full compliance with HR rules, regulations, policies and strategies.
- Assist in HR services such as vacancy announcement, compilations of matrixes, organizing interview panels etc.
- Maintain staffing lists and reports as required.
- Perform the duties of Leave Monitor.

4. Support to knowledge building and knowledge sharing

- Provision of necessary administrative support for effective knowledge management and sharing within the Unit
- Participation in the training for the operations/projects staff on administration.
- Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the efficiency of the unit and of the CO. Timely delivery of services and accurate presentation of information strengthens the capacity of the office and promotes the image of UN Women.

V. Competencies

CORE VALUES / GUIDING PRINCIPLES

- **Integrity:** Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Cultural sensitivity and valuing diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

CORE COMPETENCIES

- **Ethics and Values:** Demonstrate and safeguard ethics and integrity
- **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment
- **Development and Innovation:** Take charge of self-development and take initiative
- **Work in teams:** Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication
- **Self-management and Emotional Intelligence:** Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others
- **Conflict Management:** Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.
- **Continuous Learning and Knowledge Sharing:** Encourage learning and sharing of knowledge
- **Appropriate and Transparent Decision Making:** Demonstrate informed and transparent decision making

FUNCTIONAL COMPETENCIES

- Ability to administer and execute administrative processes and transactions;
- Ability to extract, interpret, analyze data and resolve operational problems;
- Ability to perform work of confidential nature and handle a large volume of work ;
- Ability to support a team and team building skills;
- Good knowledge of administrative rules and regulations;
- Strong IT skills;
- Focuses on result for the client and responds positively to feedback;
- Ability to handle web-based management systems;
- Attention to detail;
- Excellent knowledge of office software packages;

VI. Recruitment Qualifications

Education:	Secondary education. Undergraduate degree in Business Administration or related fields is desirable.
Experience:	<ul style="list-style-type: none"> - 5 years of relevant experience in administration, procurement, HR, or logistic support service. - Experience in the use of Atlas ERP is desirable. - Experience the usage of computers and office software packages (MS Word, Excel, Power Point, etc.). - Experience working within UN System is an asset.
Language Requirements:	Fluency in English is required. Working knowledge of Spanish is required.

This is a position for National candidates. To apply you must:

- fill in an online questionnaire **AND**
- send your P11 to unwomenbra.hr@unwomen.org up to 26 December 2019 under title “Administrative Assistant FTA 2019”.