

## I. Position Information

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| <p><b>Job Title: Administrative Clerk</b></p> <p><b>Department: Brazil Country Office</b></p> <p><b>Reports to (Title/Level): Administrative Assistant (SB3)</b></p> <p><b>Duty Station: Brasilia, Brazil</b></p> | <p><b>Current Grade: SB2</b></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.

Under the direct supervision of Administrative Assistant, and Matrix supervision of Operations Analyst, the Administrative Clerk supports Office Operations by performing a variety of standard administrative processes, ensuring high quality and accuracy of work. The Administrative Clerk promotes a customer-oriented approach to quality and results. Reporting to the Administrative Assistant, the Administrative Clerk should: support the implementation of the administrative and operational activities of the UN Women office in Brazil.

The Administrative Clerk works closely with the program and project teams and the Operations team to ensure consistent service delivery.

## III. Functions

- 1. Provide administrative support for the implementation of Human Resources services**
  - Assist the Administrative Assistant (HR Focal Point) in conducting the recruitment and selection processes, preparing matrixes for qualification assessments, technical tests, organization of interview panels, and other tasks, as assigned.
  - Assist in monitoring the compliance of mandatory courses.
  - Assist in maintain staffing lists and reports, as required.
  - Assist in request the OneApp registration of newcomers.
  - Provide general support to Human Resources Focal Point and office staffs.
  
- 2. Provide general administrative and logistical support to the Office in accordance with UN Women rules, regulations, policies, and strategies**
  - Provide administrative support for conferences, workshops, retreats.
  - Maintain the filing system ensuring that filing is done in a timely manner (digital and printed copies).
  - Support with filling out forms and reports.
  - Support in completing and updating the control spreadsheets.
  - Support in service and relationship of the technical team.
  - Support for the writing of internal documents, notes and memos.

- Assist in the monitoring of the Leave Monitor duties.
- 3. Provide support for the implementation of Procurement processes**
- Assist in the preparation of micro canvassing forms, contracts, LTAs, PLAs, and/or other contractual instruments.
  - Assist in the preparation of bidding documents and evaluation reports.
  - Assist in conducting market research for price quotation and creating a shortlist of suppliers
  - Provide support to suppliers regarding the registration on the UN Women Buyer platform
  - Assist in the communication with all stakeholders: JOF, UN Agencies, suppliers, and partners to align the information needed to carry out and complete the procurement processes.
  - Provide general support to Buyers and office staffs.

#### IV. Key Performance Indicators

- Digital and physical files are updated and systematized.
- Forms are completed and reports and documents are written in a timely manner.
- Lists of potential suppliers are created
- Control sheets are completed and updated regularly.
- Internal documents, notes and memos are written.
- The organization of virtual meetings is carried out, including IT logistical agreements.

#### 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

- Excellent writing and reading skills in Portuguese
- Intermediate knowledge of English
- Familiarity with Microsoft software, especially Excel, Word, and Power Point.

## VI. Recruitment Qualifications

### Education and certification:

- Secondary school or additional 02 years of relevant technical experience to the post, beyond the requirement, is required.

### Experience:

- Minimum experience of 1 year in administrative and operational processes is required.
- Minimum experience of 1 year in collecting, systematizing, and analyzing data is required.
- Minimum experience of 1 year in preparing documents (letters, emails, terms of reference, presentations, reports, etc.) is required.
- Previous experience working for United Nations and/or UN Women is an asset.

### Language Requirements:

- Intermediate knowledge of English is 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](mailto:unwomenbra.hr@unwomen.org) until 01 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: ***“SC Administrative 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](mailto:unwomenbra.hr@unwomen.org). Indicate in the subject line: ***“Question: SC Administrative 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.***