

**I. Position Information**

**Job Title: Programme Assistant**

**Current Grade: SB3**

**Department: Brazil CO**

**Reports to (Title/Level): Programme Coordinator/Manager, Gender-responsive Governance, Women’s Leadership and Participation/NO-B**

**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

Reporting to the Programme Coordinator/Manager, Gender-responsive Governance, Women’s Leadership and Participation, the Programme Assistant works with and provides support to the members of the Programme Team in the development and implementation of effective programmes and projects, consistent with UN Women rules and regulations. The Programme Assistant provides programme, administrative, and logistical assistance to the team for the smooth programme implementation. The Programme Assistant works with and provides support to the “Human Rights of Indigenous and Quilombola Women: A Governance Matter!” project Team in the development and implementation of the project, consistent with UN Women rules and regulations. S/He provides works with and provides support to the members

of the Programme team in partnership with Government officials, donors and civil society, and provides continued support to responsible parties, contributing for the strengthening of partnerships smooth implementation of Partners' Agreements and Small Grants, and compliance with UN Women rules and regulations.

### III. Functions

- **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.
  
- **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.
  
- **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.
  
- **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.
  
- **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.
- Provide guidance and training for Responsible Parties and grantees, contributing to strengthening their capacities, in user-friendly language and formats
  
- **Support collaboration with project partners, national and subnational partners, and other stakeholders**
- Support relationships with national partners to support implementation and expansion of the Outcome area of **Gender-responsive Governance, Women's Leadership and Participation** Programme/Portfolio, raise potential problems and suggest solutions.
- Support partners capacity development and supports technical assistance, mentoring, training, and capacity development initiatives, as delegated.

- Prepare minutes of meetings and document action points and landmarks and monitors the implementation of agreed actions
- Maintains files and registers of partners contact information

#### 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

<b>Education and certification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business, Administration, or related field or 3 additional years of relevant experience to the post is required.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 5 years of progressively responsible experience in administrative or programme management/support.</li> <li>• Experience in working in a computer environment using multiple office software packages.</li> <li>• Experience in the use of ATLAS is an asset.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in partnership with Governments and civil society is an asset.</li> <li>• Experience in supporting a team is an asset.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in English and Portuguese is required.</li> <li>• Working knowledge of Spanish is an asset.</li> <li>• Knowledge of the other UN official working language is an asset.</li> </ul>

## 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 20 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 Assistant 2020 – UN Women Brazil”***.

All applicants must also complete the online application form provided at

[https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUIfw8mjJSIL6KB9ubvjWQRGpoyZBm\\_3IJ9UQjI0Slo4NIA4VUE5Vk5RRjJGVUYwQUIMWC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUIfw8mjJSIL6KB9ubvjWQRGpoyZBm_3IJ9UQjI0Slo4NIA4VUE5Vk5RRjJGVUYwQUIMWC4u)

**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: Programme Assistant 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.

