

I. Position Information

Job Title:	Project Assistant, Economic “Empowerment of Refugee and Migrant Women in Brazil”	Current Grade: SB3
Department:	UN Women Country Office in Brazil	
Reports to (Title/Level):	Project Manager (SB5-1)	
Duty station:	Boa Vista, Roraima state, Brazil	

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.

UN Women Country Programme is implemented framework of national development priorities and supports the implementation of the international commitments on women’s human rights, which Brazil is signatory to. The Country Office prioritizes the mitigation of the consequences of COVID-19 pandemic on Brazilian women making it a cross-cutting perspective to all outcome areas and considering race, ethnic and regional perspectives. The three key areas of work of UN Women in Brazil support the achievement of the following three results:

- 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.

Joint Programme “Economic Empowerment of Refugee and Migrant Women in Brazil” aims to support the efforts of the Government of Brazil in social and economic integration of Venezuelan migrants and refugees by empowering women and girls. The programme builds on the results of the 2018-2020 Joint Programme of United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the United Nations High Commissioner for Refugees (UNHCR) “Leadership, Empowerment, Access and Protection for migrant, asylum seeker and refugee women and girls in Brazil, generously funded by the Government of Luxembourg. The Programme will offer human rights-based and gender-responsive and transformative solutions and capacity building initiatives to authorities in the federal, state, and municipal levels and private sector companies (duty bearers). The Programme also aims at providing opportunities for refugee and migrant women (rights holders) to access employment, decent work, and gender-responsive social protection, enhancing their capacities to participate in decision-making, to claim their rights, opportunities, and social protection responses.

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

III. Functions

1. Provide project and logistical support to the formulation and management of the joint programme

- Provide support in the preparation of programme work plans, budgets, and proposals on programme implementation arrangements, including tracking the delivery of funds.
- Provide support to the responsible parties on routine implementation, delivery and reporting of programme supported activities and finances.
- 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 events management and logistical support to the project unit.

- Undertake all logistical, administrative, and financial arrangements for organization for meetings, workshops, events, and missions.
- Make travel arrangements for the project team, including travel requisitions and claims.
- Draft agendas, lists of participants and compile supporting documents for the project events.
- 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 and record management; maintain mailing lists.

3. 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.

4. Facilitate knowledge building and knowledge sharing.

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

5. Provide support in communication and advocacy campaigns and initiatives.

- Provide logistical and events management support to the organization of campaigns, media outreach and awareness raising events.
- Support communication and advocacy planning and records management.

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 joint programme and Country Office 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:	<ul style="list-style-type: none"> ▪ Bachelor’s degree in Business, Public Administration, International Relations or relevant field, or additional 03 years of relevant technical experience to the post, beyond the requirement, is required.
Experience:	<ul style="list-style-type: none"> ▪ At least 5 years of progressively responsible experience in administrative or programme management/support. ▪ Experience with organization of the events with multiple partners ▪ Experience with office management, business processes ▪ Experience in working in a computer environment using multiple office software packages. ▪ Experience in the use of ATLAS is an asset. ▪ Experience in supporting a team is an asset.
Language Requirements:	<ul style="list-style-type: none"> ▪ Fluency in English and Portuguese is required. ▪ Knowledge of the other UN official working language is an asset.