

I. Position Information

Job Title: Clerk

Current Grade: SB2

Department: Brazil Country Office

Duty Station: Brasília - Brazil

Reports to (Title/Level): Governance Portfolio Manager/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

Under the supervision of the Governance and Political Participation Project Manager, the Clerk supports the Governance and Political Participation programme implementation by performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Clerk promotes a client, quality and results-oriented approach.

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

III. Functions

1. Provide general administrative and logistical support to the Governance and Political Participation area in accordance with UN Women rules, regulations, policies, and strategies

- Provide administrative support to payments, contracts, travels, and reimbursements
- Arrange travel reservations, prepare travel authorizations, process requests for visas, identity cards and other documents, collect information for DSA, as required.
- Provide administrative support to conferences, workshops, retreats.
- Obtain services quotations, arrange reservations of venues and supports participant's control
- Provide administrative support to property management.
- Support the organization and accuracy of digital and hard files.
- Support the filling of forms and reports.
- Support the service and relationship with technical team.
- Provide inputs and drafts internal documents, notes and memoranda

2. 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
- Assist in the communication with stakeholders: JOF, suppliers, and partners to align the information needed to carry out and complete the procurement processes.
- Provide general support to Buyers and office staffs.

3. Provide administrative support to knowledge building and knowledge sharing

- Facilitate trainings for the operations/projects staff on administration.

IV. Key Performance Indicators

- Adherence to UN Women rules and regulations.
- Quality support to conferences and events.
- Quality organization of documents, files and reports.
- Timely support to 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

- Ability to administer administrative processes and transactions.
- Ability to perform work of confidential nature and handle a large volume of work.
- Good knowledge of administrative rules and regulations.
- Good IT and web-based management skills.

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • Completion of secondary education is required or additional 02 years of relevant technical experience to the post, beyond the requirement is required. • Bachelor’s degree in Business Administration or related fields is an asset.
Experience:	<ul style="list-style-type: none"> • At least 1 year of progressively responsible experience in administration, procurement, HR, or logistic support service. • Experience in the usage of computers and office software packages (MS Word, Excel, etc.). • Experience in the use of ATLAS is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in Portuguese and working knowledge of English are required. • Working knowledge of Spanish is an asset.