

I. Position Information

<p>Job Title: Programme Assistant</p> <p>Department: UN Women Brazil Country Office Reports to (Title/Level): Private Sector Analyst – Unstereotype Alliance (SB 4)</p>	<p>Type of contract: Service Contract</p> <p>Current Grade: SB3</p> <p>Duty Station: Sao Paulo</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.

The UN Women Country Programme in Brazil is implemented in line with the national development priorities, as well as in the framework of the international commitments to gender equality and empowerment of women, as well as the UN frameworks and instruments on Human Right, of which Brazil is signatory, such as the CEDAW, CERD, Beijing Platform for Action, Durban Action Plan, Agenda 2030, as well as the UN Security Council Resolutions on Women, Peace and Security. It is aligned with the United Nations Sustainable Development Partnerships Framework.

The UN Women Country Office in Brazil focuses on three key 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

UN Women also coordinates and promotes the UN system’s work in advancing gender equality. As part of the United Nations Country Team, leads the Inter-Agency Thematic Group on Gender, Race and Ethnicity, and actively contributes to the other UN inter-agency mechanisms.

As a part of the private sector partnerships, UN Women facilitates implementation of the Unstereotype Alliance, a global platform for ideas and action aimed at eradicating gender stereotypes harmful to women in their diversity in media and advertising content. To this end, it brings together key players who share a vision of a world without stereotypes and seek to bring a positive change towards that objective.

Reporting to the Private Sector Analyst for Unstereotype Alliance, the Programme Assistant contributes to the effective management of Unstereotype Alliance and private sector partnership initiatives as a part of the Organizational Efficiency and Effectiveness Project. The Programme Assistant will support the Private Sector team in UN Women – that gathers different initiatives in UN Women Brazil Office. The Programme Assistant supports the office by performing a variety of standard administrative processes ensuring high quality and accuracy of work in compliance with UN Women corporate rules and regulations. S/he promotes a client-oriented, quality and results-oriented approach. The Programme Assistant works in close collaboration with the programme and projects staff and the operations team to ensure consistent service delivery.

III. Functions

1. 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 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.

2. Provide support to the financial management of the programme

- 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
- Process payment requests, as delegated
- Create requisitions in Atlas for development projects; register good receipts in Atlas.

3. Provide administrative support to the Programme implementation

- 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.

4. Provide support to resource mobilization

- Organize, compile, and process documentation and information from donors, and programme team as inputs to various databases and documents.

5. Support to knowledge building and knowledge sharing by:

- Provide necessary administrative support for effective knowledge management and sharing;
- Facilitate/contribute to the trainings for the operations/projects staff on administration, logistics, travel etc;
- Provide sound contributions to knowledge networks and communities of practice.
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6. Support collaboration with the private sector and other partners and other stakeholders at the national and subnational levels

- Support building and expanding relationships with a diversity of private sector partners to support implementation and expansion of the Unstereotype Alliance in Brazil.

- Support the private sector team with the 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

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.
- Time is effectively managed, the assigned tasks are efficiently and effectively implemented.

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 plan and organize work with a clear and deliberate focus, ensuring commitments and progress is regularly monitored
- Ability to consistently demonstrate individual responsibility for achieving UN Women's priorities and ensure these outcomes are achieved to the highest standard with the resources available
- Ability to administer operational processes and transactions
- Ability to perform work of confidential nature and handle a large volume of work

- Ability to create, edit and present information in clear and presentable formats;
- Ability to manage data, documents, correspondence and reports information and workflow;

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> ▪ Bachelor’s degree in Business Administration, Bachelor of Commerce, Human Resources, Finance, Social Sciences, International Relations and any other related fields or 3 additional years of relevant experience to the post is required
Experience:	<ul style="list-style-type: none"> ▪ At least 5 years of experience in administration, finance, events management, procurement, human resources, 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 and IT Requirements:	<ul style="list-style-type: none"> ▪ Fluency in oral and written Portuguese and English is required. ▪ Fluency in Spanish is an asset. ▪ Knowledge of the other UN official working language is an asset. ▪ Good IT and web-based management skills.