

**I. Position Information**

**Job Title: Office Administrative Assistant**

**Type of contract: Service Contract**

**Department: UN Women Brazil Country Office**

**Current Grade: SB3/4**

**Reports to (Title/Level): Programme Specialist**

**Duty Station: Brasilia**

**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.

Under the supervision of the Programme Specialist, the Office Administrative Assistant contributes to the effective management of the UN Women Brazil Office, concentrating on administrative support to the Country Office and providing assistance to the UN Women Representative. The Administrative 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 Office Administrative Assistant works in close collaboration with the programme and projects staff and the operations team to ensure consistent service delivery.

**III. Functions**

**1. Provide executive and administrative assistance to the Representative:**

- Efficient and discreet management of the Representative’s working schedule;
- Organize regular and ad-hoc meetings; provide interpretation when required; prepare minutes and summaries of actions to be taken; track progress on planned issues;
- Ensure timely and quality preparation and processing the travel and related arrangements of the Representative and Deputy Representative;

- Assist with protocol and other tasks related to the diplomatic status of the Representative, including visas, identity cards, and other documents, facilitate communication and follow-ups with the respective state institutions and officials;
  - Draft routine correspondence, interoffice circulars and briefing notes in compliance with appropriate protocol and guidelines; translate documents when required;
  - Facilitate document workflow; maintain and organize electronic and paper files, ensuring safekeeping of confidential materials.
- 2. Provide administrative and logistical support to the Office Correspondence, Travel and Events:**
- Act as a Travel Focal Point for the Country Office, guiding the team on the templates, procedures and SOPs;
  - Monitor timely submission and recording of Travel Claims and Mission Reports by the Office staff, maintaining travel monitoring database;
  - Provide administrative and logistical support in preparation of missions, events, workshops; draft minutes as delegated;
  - Ensure adherence of Office staff to appropriate protocol and correspondence guidelines when communicating with Government and other external partners;
  - Organize shipments and mailing of Office documents and other materials;
  - Answer, screen and route Office telephone calls; review, prioritize and route Office incoming correspondence, including via electronic mail.
- 3. Provide administrative support to Organizational Efficiency and Effectiveness (OEEF) projects:**
- Provide inputs for preparation of procurement, recruitment and payment documents; monitor contracts, processes and workflows through completion;
  - Maintain and organize electronic and paper files information and records systems, ensuring safekeeping of confidential materials.
- 4. Facilitate knowledge building and knowledge sharing:**
- Facilitate/contribute to trainings for the Office staff on administrative and travel-related issues.

#### IV. Key Performance Indicators

- Full compliance of administrative activities with UN Women rules, regulations, policies and procedures;
- Timely and accurate administrative and logistical support to events, workshops and missions;
- Timely and accurate administrative support to projects;
- Timely and quality support to the Representative.;
- 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 administrative and operational processes and transactions;
- Ability to perform work of confidential nature and handle a large volume of work.

## VI. Recruitment Qualifications

<b>Education and certification:</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in Business Administration or Public Administration or related fields 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 experience in administration, finance, events management, travel, procurement, human resources, or logistic support service.</li><li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.).</li><li>• Experience in the use of ATLAS is an asset.</li></ul>
<b>Language and IT Requirements:</b>	<ul style="list-style-type: none"><li>• Fluency in oral and written Portuguese and English is required.</li><li>• Fluency in Spanish is an asset.</li><li>• Knowledge of the other UN official working language is an asset.</li><li>• Good IT and web-based management skills.</li></ul>