

**I. Position Information**

<b>Job Title:</b>	Administrative and Finance Assistant, Economic “Empowerment of Refugee and Migrant Women in Brazil”	<b>Current Grade: SB3</b>
<b>Department:</b>	UN Women Country Office in Brazil	
<b>Reports to (Title/Level):</b>	Project Manager (SB5)	
<b>Duty station:</b>	Brasilia, 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 *Move: Economic Empowerment of Refugee and Migrant Women* 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 Administrative and Finance Assistant works with and provides support to the members of the project team in the development and implementation of effective programmes consistent with UN Women rules and regulations. The Administrative and Finance Assistant provides administrative and finance assistance to the team for the smooth programme implementation.

### III. Functions

- 1. Provide administrative and financial support to the formulation and management of programmes**
  - Provide administrative and financial support in the preparation of programme work plans, budgets, and proposals on programme implementation arrangements, including tracking the delivery of funds.
  - Provide administrative and financial support to the executing agencies / responsible parties on routine delivery and reporting of programme supported activities and finance.
  - Provide administrative and financial support for the audit of programmes/ projects and support implementation of audit recommendations.
- 2. Provide administrative and finance support to the Programme and Operations team**
  - Coordinate and administer procurement and human resources processes in accordance with UN Women rules and regulations and corporate policies and strategies.
  - Provide inputs to the preparation of procurement and hiring plans and other administrative processes for the office and monitor their implementation.
  - Generate project related reports.
  - Research and draft responses to enquiries to internal and external parties.
  - Review procurement requests and initiate procurement procedures for office and project goods and services.
  - Provide support to assets management and physical asset verification.  
Provide support to preparation of travel requests and monitor project travel advance, claims and settlements.
- 3. Provide support for preparation and administration of project budget in full compliance of UN Women rules, regulations, policies, and recording and reporting systems.**
  - Support the project manager in implementing and maintaining control mechanism for project through monitoring budgets preparation and modifications and budgetary status.
  - Input data in Atlas and monitor status. Keep stakeholders and clients informed for timely action and/or decisions.
  - Monitor each month over-expenditure of budgets and follow up with Budget Owner.
  - Monitor and proper follow up of all the financial items in Month-end and Year-end closure instructions status and under the guidance of the Project Manager and Operations Manager, take correction actions as required.
  - Support financial donor reporting by providing timely information and taking necessary actions as required by UN Women Virtual Global Service Centre for financial donor reporting.
  - Provide inputs and take necessary actions to facilitate timely operational and financial project closure.
  - Create projects in Atlas, prepare budget revisions, revise project awards and status, and support action to unutilized funds during the operational and financial project closure.
  - Provide support in monitoring and preparation of budget and the finances of the project, and in the preparation of FACE forms.
  - Prepare non-PO and vouchers packages/processes for development projects.
  - Provide support to payment processes related to projects, as necessary.
  - Create requisitions in Atlas for development projects.
  - Follow up on receipt creation in Atlas.
- 4. Contribute to knowledge sharing.**
  - Provide administrative and financial support in the organization of trainings for the operations/ projects staff on administrative related matters.
  - Contribute to lessons learned and best practices in administration, procurement, finance, human resources, and community of practice.

- Pursue continuous learning and share knowledge with the team.

#### IV. Key Performance Indicators

- Timely and accurate administrative, financial, and logistical support to project.
- Full compliance of administrative and financial 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

- All services are provided in compliance with UN Women rules, regulations, and policies.
- Timely and accurate implementation of administrative, financial and procurement processes
- Timely and accurate implementation of HR processes
- Provide timely and quality advice to clients.
- Timely and quality reports.

#### VI. Recruitment Qualifications

##### **Education and certification:**

- Bachelor's degree in Business, Public Administration, International Relations Accounting, Finance or relevant field, or additional 03 years of relevant technical experience to the post, beyond the experience requirement, is required.
- Specialized national or international certification in accounting and finance is an asset.

##### **Experience:**

- At least 5 years of progressively responsible experience in administrative or financial management/support.
- Experience in using multiple office software packages.
- Experience in the use of ATLAS is an asset.

	<ul style="list-style-type: none"> <li>▪ Experience in supporting a team in finance, administrative or project areas 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>▪ Knowledge of the other UN official working language is an asset.</li> </ul>