JOB DESCRIPTION

I. Position Information

Job Title: Human Resources Associate	**Current Grade:** SB4
Department: UN Women Brazil Country Office	**Duty Station:** Brasilia, Brazil
Reports to (Title/Level): Operations Analyst - NOB	

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, empowerment of women and women's human rights, of which Brazil is signatory - CEDAW, CERD, Beijing Platform for Action, Durban Action Plan and 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 technical guidance of the Regional HR Business Partner in HQ and the daily supervision of the UN Women Brazil CO Operations Analyst, the Human Resource (HR) Associate is responsible for administratively and logistically supporting the recruitment and placement, administration of benefits and entitlements of staff and local external contractors, other HR administration issues and separation of personnel.

The Human Resource (HR) Associate works in close collaboration with the programme and projects staff and the operations team to ensure consistent service delivery.

III. Functions

1. **Administer and implement HR strategies and policies in UN Women Brazil Country Office in full compliance with UN Women rules, regulations, and HR policies and guidelines**

- Provide general, standard information to the management and staff on HR strategies, rules and regulations;
- Identify ways in which the administrative needs can be met within existing policies; interpret processes and procedures, anticipate and manage operational requirements;

- Prepare written response to queries concerning HR related matters.

2. Provide HR administrative and logistical services to UN Women Brazil Country Office in full compliance with UN Women rules, regulations, and HR policies and guidelines

- Process, draft, edit, proofread and finalize for approval a variety of correspondence and other communications; maintain files/records, monitor deadlines;
- Provide administrative coordination in the extension of contracts, processing of national benefits and allowances, and entitlements, and renewal of UNLPs and visas;
- Input and track all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivities, recoveries, adjustments and separations through Atlas;
- Facilitate responses to audit findings and recommendations;
- Assume overall responsibility for leave management; record management;
- Administer entitlements for international staff as delegated; validate and coordinate local payroll and related issues.
- Facilitate staff separation process;

3. Facilitate and coordinate recruitment processes in full compliance with UN Women rules, regulations, and HR policies and guidelines

- Facilitate drafting job descriptions and vacancy announcements; assist in reviewing and processing requests for classification;
- Screen candidates and facilitate and participate in interview panels as necessary;
- Prepare recruitment recommendations/supporting documentation for the Central Review Board (CRB);
- Prepare position establishment, liaise with headquarters and assure that action is completed;
- Provide regular recruitment status reports;
- Provide advice to local recruitment in programmes/projects when necessary.

4. Provide administrative support to staff performance management and learning and development in full compliance with UN Women rules, regulations, and HR policies and guidelines

- Act as a learning focal point for the Country Office
- Monitor compliance with the performance appraisal review in the UN Women Brazil Country Office and staff learning and development.
- Facilitate the preparation of Office learning plan and individual learning plans in consultation with the Country Office Representative and the HR Business Partner

5. Maintain data in relation to HR in full compliance with UN Women rules, regulations, and HR policies and guidelines

- Maintain and update internal database and files on administrative HR matters in a confidential and secure manner;
- Generate a variety of standard and non-standard statistical and other reports from various databases;
- Update position data in Atlas, association of positions to chart fields (CoAs), update of CoA information and setting up vendors.

6. Facilitate knowledge building and knowledge sharing globally

- Organize training courses, workshops, information sessions, orientations and consultations for staff;
- Provide a synthesis of lessons learnt and best practices in HR administration;
- Liaise with HR headquarters in HR administration and staffing to disseminate information on a variety of HR matters.

IV. Key Performance Indicators

- Timely and accurate HR administration

- Timely and accurate organization of recruitments
- Timely and accurate information provision to staff on HR administrative and benefit and entitlement issues
- Timely administrative service delivery to the UN Women Brazil Country Office**.**
- Up-to-date and secure databases, files, and records

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

- Strong knowledge of HR administration, processes and policies;
- Ability to administer and execute administrative processes and transactions;
- Ability to handle information of a confidential nature;
- Ability to provide inputs to business processes re-engineering, implementation of new systems;
- Good quantitative skills; ability to produce reports;
- Strong IT skills.

VI. Recruitment Qualifications

Education and certification:	• Post-Graduation courses (*Latu Senso or Stricto Sensu*) or equivalent in HR, Business, Public Administration, or a related field, or additional 04 years of relevant technical experience to the post, beyond the requirement, is required.
Experience:	• At least 4 years of relevant experience in office administration and/or human resource management. • Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience in handling of web-based management system
Language Requirements:	• Fluency in English and Portuguese is required • Knowledge of Spanish or the other UN official working language is an asset.