

I. Position Information

<p>Job Title: Programme Assistant, Women’s Economic Empowerment</p> <p>Department: UN Women Country Office in Brazil</p> <p>Duty Station: Home-based</p> <p>Reports to (Title/Level): Project Manager, Women's Economic Empowerment /SB5</p>	<p>Current Grade: SB3</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.

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.

On 05 December 2018, UN Women and the Brazilian Cooperation Agency (ABC) established the Partnership Programme for the Promotion of South-South Cooperation in the Area of Equality between Men and Women with the objective of consolidating institutional capacities for the promotion of women's rights in Brazil and partner countries, as well as

supporting ABC to incorporate the transversal perspective of equality between men and women in its programmes and projects. For the implementation of the Partnership Programme, a Work Plan for the period 2021-2022 was negotiated between the parties in 2020, defining the activities and tasks that will contribute to the implementation of the Programme in Latin America and the Caribbean and Africa.

Reporting to the Project Manager, Women's Economic Empowerment, the Programme Assistant works with and provides support to the members of the outcome area 2 (women have income security, decent work, and economic autonomy) Programme Team in the development and implementation of effective programmes and projects, consistent with UN Women rules and regulations. The Programme Assistant provides programme, administrative, and logistical assistance to the "Partnership Programme for the Promotion of South-South Cooperation in the Area of Equality between Men and Women" project and contributes to the Women Economic Empowerment Portfolio, and other projects under the outcome area 2 as required, for the smooth programme implementation. S/He works with and provides support to the members of the Programme team in partnership with government officials and institutions, public and private sector companies, multi and bi-lateral donors and civil society, contributing for the strengthening of partnerships, smooth implementation of Partners' Agreements and Small Grants, and successful UN Women project implementation.

III. Functions

Duties and Responsibilities

- **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 to the executing agencies / responsible parties on routine delivery and reporting of programme supported activities and finances.
- 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.
- **Provide administrative support to the financial management of the Programme Unit**
- Provide administrative support to create budget in Atlas, support the preparation of budget revisions, the revision of project awards and status, and the determination of 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.
- Prepare non-PO vouchers for development projects.
- Process payment for consultants, as delegated.
- Create requisitions in Atlas for development projects.
- **Provide administrative support to the Programme Unit**
- 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.
- **Provide administrative support to resource mobilization**

- Organize, compile, and process documentation and information from donors, and programme team as inputs to various databases and documents.
- **Facilitation of knowledge building and knowledge sharing**
- Provide administrative support to the organization of training for the office staff and partners on programme and operations related issues.
- Provide guidance and training for Responsible Parties and grantees, contributing to strengthening their capacities, in user-friendly language and format

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.

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

- Good writing skills.
- Proactiveness.
- Knowledge of programme management.
- Ability to create, edit and present information in clear and presentable formats.
- Ability to manage data, documents, correspondence, and reports information and workflow.
- Good financial and budgeting skills.
- Good IT skills.

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • Bachelor’s degree/diploma in Business, Administration, International Relations or related field
Experience:	<ul style="list-style-type: none"> • At least 5 years of progressively responsible experience in administrative or programme management/support. • Experience in working in a computer environment using multiple office software packages. • Experience in the use of ATLAS is an asset. • Experience in supporting a team is an asset. • Experience in gender equality and women’s rights is an asset
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and Portuguese is required. • Working knowledge of Spanish is an asset. • Knowledge of the other UN official working language is an asset.

IX. Observations
<p>Due to the large number of applications received, only the selected applicant(s) will be notified.</p> <p>Questions should be sent to unwomenbra.hr@unwomen.org. Indicate in the subject line: “Question: Programme Assistant 2022 – UN Women Brazil”.</p> <p>Applicants with employment in public institutions will need to present evidence of leave without pay.</p> <p>Applicants must not be related (mother, father, sister, brother, son, or daughter) to United Nations staff members.</p> <p>Applicants must be Brazilian nationals.</p> <p>Diversity and inclusion:</p> <p>At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.</p>