

I. Position Information

Job Code Title: Programme Assistant
Pre-classified Grade: SB 3/3– (Service Contract)
Supervisor: Programme Specialist

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.

Under the guidance and direct supervision of the UN Women Programme Specialist, the Program Assistant provides administrative support to UNW Brazil Programme.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to formulation of programme strategies and the Country Programme Action Plan
- Support to management of the CO programme
- Administrative support to the Programme Unit
- Support to resource mobilization
- Support to knowledge building and knowledge sharing

1. Supports formulation of programme strategies and the Country Programme Action Plan focusing on achievement of the following results:

- Collection, analysis and presentation of information for identification of areas for support and programme formulation/ implementation.

2. Provides effective support to management of the CO programme focusing on the achievement of the following results:

- Extraction of reports from Atlas.
- Presentation of information for audit of NIM projects.

3. Provides administrative support to the Programme Unit focusing on achievement of the following results:

- Preparation of templates and supporting documentation for payments and advances (PO, non-PO and vouchers) for development projects.
- Maintenance of the internal expenditures control system including timely corrective actions in lieu with Finance Associate on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas.
- Obtain quotations for all micro purchasing processes and for official travels.
- Update on a monthly basis financial control spreadsheets for all core and non-core projects.
- Administrative support to organization of conferences, workshops, retreats and other events.
- Support to checking of financial reports submitted by counterparts.
- Maintenance of files in the Programme Unit/ hardcopy and electronic filing of all supporting documentation, project documents.

4. Supports resource mobilization focusing on achievement of the following results:

- Review of contributions agreement, managing contributions in Atlas.

5. Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results:

- Participation in the trainings for the operations/ projects staff on programme.
- Contributions to knowledge networks and communities of practice.

IV. Impact of Results

Accurate data entry and financial information have an impact on the quality and implementation of the UNW programme. A client-oriented and efficient approach impact on the image of UNW in the country.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to UN Women's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of programme/ projects documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good knowledge of Results Management Guide and Toolkit

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

VI. Recruitment Qualifications

Education:	Secondary Education, preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.
Experience:	3 to 5 years of relevant administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in Portuguese and working knowledge of Spanish and English.

VII. Signatures- Job Description Certification		
Incumbent (if applicable)		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date