

I. Position Information

<p>Job Title: Administrative Assistant</p> <p>Department: Brazil Country Office</p> <p>Reports to (Title/Level): Admin/Finance Associate</p>	<p>Current Grade: SB3-4</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.

Under the supervision of the Admin/Finance Associate, the Administrative Assistant supports the Office Operations by performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality and results-oriented approach.

The 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 administrative support to office and assets management**
 - Assist Admin/Finance Associate in the preparation of payment vouchers;
 - Assist the buyer in the preparation Request for Quotations, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation.
 - Maintain records on assets management and prepare required reports;
 - Maintain files and records relevant to office premises and related maintenance;
 - Monitor and maintain office stationery supplies including maintenance of stock list of stationery, distribution of stationery and keeping a log of distribution, as required;

- 2. Provide administrative support to the implementation of Human Resources services**
 - Assist the Admin/Finance Associate in the conduction of recruitment and selection processes, preparing matrixes for qualification desk reviews, technical tests, organization of interview panels, and other tasks, as assigned;
 - Maintain staffing lists and reports, as required;
 - Perform the duties of Leave Monitor
 - Assist in monitoring PMD compliance
 - Assist in monitoring mandatory courses compliance

3. Provide general administrative and logistical support to the Office in accordance with UN Women rules, regulations, policies, and strategies

- Collect information on shipments, customs clearance arrangements, prepare documents for UN Women shipments (received/sent);
- Arrange travel and hotel reservations, prepare travel authorizations, process requests for visas, identity cards and other documents, collect information for DSA, as required;
- Provide administrative support to conferences, workshops, retreats;
- Provide administrative support to property management;
- Maintain filing system ensuring filing is done timely (both digital and hard copy), as well as safekeeping of confidential materials.

4. Provide administrative support to knowledge building and knowledge sharing

- Facilitate trainings for the operations/projects staff on administration.

IV. Key Performance Indicators

- Adherence to UN Women rules and regulations;
- Quality support to conferences and events;
- Quality organization of files and reports;
- Timely support to 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

- Ability to administer administrative processes and transactions;
- Ability to perform work of confidential nature and handle a large volume of work;
- Good knowledge of administrative rules and regulations;
- Good IT and web-based management skills.

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none">• Completion of secondary education is required.• Bachelor's degree in Business Administration or related fields is an asset.
Experience:	<ul style="list-style-type: none">• At least 5 years of progressively responsible experience in administration, procurement, HR, or logistic support service.• Experience in the usage of computers and office software packages (MS Word, Excel, etc.).• Experience in the use of ATLAS is an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English is required. Fluency in Spanish is an asset.• Knowledge of the other UN official working language is an asset.

Applications should be done using the P11 form (http://www.onumulheres.org.br/wp-content/uploads/2018/01/P_11_form_UNwomen.doc) and be sent to unwomenbra.hr@unwomen.org until 12 May 2019.

Candidates must complete the online application form: <https://forms.gle/VgBUkU9F7KDB5Wxt7>