

**I. Position Information**

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

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

### **Applications are through online form AND P11:**

Candidates must complete the online application form:

<https://forms.gle/VgBUkU9F7KDB5Wxt7>

And fill in and send P11 form to [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) until **2 June 2019**.

P11 form

[http://www.onumulheres.org.br/wpcontent/uploads/2018/01/P\\_11\\_form\\_UNwomen.doc](http://www.onumulheres.org.br/wpcontent/uploads/2018/01/P_11_form_UNwomen.doc)