

I. Post Information

Post Title: Administrative Assistant	Current Grade: SB-3
Organizational Unit: Brazil Country Office (B0942)	Duty Station: Sao Paulo, Brazil
Supervisor/Grade: Brazilian Private Sector Specialist/SB5/4	Post Number:

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.

UN Women - in partnership with the International Labour Organization (ILO) and the European Union - is implementing the regional “Win-Win: Gender Equality Means Good Business” Programme to contribute to the economic empowerment of women, recognizing them as beneficiaries and partners of growth and development, by increasing commitment of private companies to gender equality and women’s empowerment and strengthening companies’ capacities to implement these commitments. The action will ultimately contribute to the achievement of gender equality through enabling women’s labour force participation, entrepreneurship, economic empowerment and thus their full and equal participation in society. The Programme is being implemented in 6 Latin American and Caribbean countries: Argentina, Brazil, Chile, Costa Rica, Jamaica and Uruguay, linking with EU countries. It also has a regional component under the responsibility of the UN Women Brazil Country Office.

Under the guidance and supervision of the Regional Programme Coordinator and the matrix supervision of the Brazil National Private Sector Specialist, the Regional Administrative Assistant supports the Regional Programme, and its Brazilian component, of the *Win-Win: Gender Equality Means Good Business*, 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 staff and the Operations team to ensure consistent service delivery.

III. Functions / Key Results Expected

Provide general administrative and logistics support to the regional Programme and its Brazilian component in accordance with UN Women rules, regulations, policies, and strategies

- Provide administrative support for the organization of conferences, workshops, training, technical meetings, seminars, among others, including arrangements related to travel, transportation and national and international lodging for the Brazilian and Regional Components;
- Obtain quotations for all the processes of acquisition of goods and services, as well as for travel and follow-up the processes until their conclusion;
- Provide administrative support to the Programme in dialogue with Joint Operations Facility (JOF) and/or Programme/Office Buyer for preparation of Micro Purchasing, RFQs, ITBs or RFPs documents, bids or proposals and their preliminary evaluation;
- Arrange and manage travel processes: prepare travel authorizations for external participants, , calculate DSA and prepare travel claims (F10)
- Assist in holding local or external meetings and update the internal calendar of events (list of attendance, evaluation surveys, printing of documents, etc.);
- Monitor and maintain office stationery supplies including maintenance of stock list of stationery, distribution of stationery and keeping a log of distribution, as required;
- Monthly management of petty cash;
- Prepare requisitions in UN Women System “Atlas” for travel and acquisition of good and services’;
- Liaise with providers of services and take required actions;
- Maintain filing system ensuring safekeeping of confidential materials;
- Other tasks required in the framework of the administrative and logistics support.

Provide administrative support to the implementation of Human Resources services

- Provide administrative support to the implementation of Human Resources services with full compliance with HR rules, regulations, policies and strategies when required;
- Ensure Monthly Attendance Records are signed by supervisor and supervisees, maintaining copy of them and supporting documents in file, in addition to sending originals to Brasilia Office.

Provide administrative support to knowledge building and knowledge sharing

- Participate in the training for the operations/projects staff on Administration and Finance;
- Contribute and facilitate contributions to knowledge networks and communities of practice.

IV. Key Performance Indicators

- Adherence to UN Women rules and regulations;
- Quality support to conferences and events;
- High-quality and accurate administrative assistance;
- Accurate organization of files and reports;
- Timely support to team.

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V. Competencies	
<u>Core Values:</u>	
<ul style="list-style-type: none"> • Respect for Diversity • Integrity • Professionalism 	
<u>Core Competencies:</u>	
<ul style="list-style-type: none"> • Awareness and Sensitivity Regarding Gender Issues • Accountability • Creative Problem Solving • Effective Communication • Inclusive Collaboration • Stakeholder Engagement • Leading by Example 	
<u>FUNCTIONAL COMPETENCIES</u>	
<ul style="list-style-type: none"> • Ability to manage data/schedule; • Ability to administer and execute administrative processes and transactions; • Ability to extract, interpret, analyze data and resolve operational problems; • Ability to perform work of confidential nature and handle a large volume of work; • Ability to support a team and team building skills; • Good knowledge of administrative rules and regulations; • Good IT skills and web-based management skills; • Focuses on result for the client and responds positively to feedback; • Attention to detail; • Excellent knowledge of office software packages. 	

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Secondary education required. Bachelor’s degree in Finance, Accounting, Business Administration or related fields is an asset.
Experience:	<ul style="list-style-type: none"> • At least 5 years of relevant experience in administration, procurement and logistic support; • Working experience in multi-actor, multi-country, cooperation and/or development projects is desirable; • Experience working with international organizations. Experience within the UN System will be an asset; • Excellent use of computers and office software packages (MS Word, Excel, etc.); • Knowledge and familiarity with UN-Women’s ERP system (Atlas) is an asset.

Language Requirements:	<ul style="list-style-type: none">• Excellent communication skills (written and oral) in Portuguese are required;• Advanced knowledge of English;• Working knowledge of Spanish is a distinct advantage.
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VII. Documents to submit to apply

- All applications must include (as an attachment) the completed UN Women Personal History form (P-11) which can be downloaded from: http://www.onumulheres.org.br/wp-content/uploads/2018/01/P_11_form_UNwomen.doc.
- Applications must be sent to unwomenbra.hr@unwomen.org indicating in the subject: **Admin Assistant SB3 SP**, by **25 August 2019** (23:59 Brasilia time).
- Make sure that you provide a valid email address for future communications.