

**I. Position Information**

<p><b>Job Title: Programme Associate, Gender-responsive Governance, Women’s Leadership and Participation</b></p> <p><b>Department: Brazil CO</b></p> <p><b>Reports to (Title/Level): Programme Analyst Gender-responsive Governance, Women’s Leadership and Participation/NOB</b></p>	<p><b>Current Grade: SB3</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.

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

Reporting to Programme Analyst: Gender-responsive Governance, Women’s Leadership and Participation, the Programme Associate works with and provides support to the members of the Programme Team in the development and implementation of effective programmes consistent with UN Women rules and regulations. The Programme Associate contributes to research, financial management, and programme implementation including providing necessary operational, administrative, and programmatic support. The Programme Associate works in close collaboration with the operations,

programme and projects' staff in the CO and UN Women HQs as required for resolving complex finance-related issues and exchange of information.

### III. Functions

1. **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.
  - Provide technical guidance to the CO and executing agencies on routine delivery and reporting of programme supported activities and finances.
  - Prepare information for the audit of programmes/ projects and support implementation of audit recommendations.
  - Review programme data from programmes/ projects for the CO website.
  - Identify sources and gather and compile data and information for the preparation of documents, guidelines, speeches, and position papers.
2. **Provide administrative support to the financial management of the Programme Unit**
  - Create projects in Atlas, prepare budget revisions, revise project awards and status; and determine unutilized funds and the operational and financial close of a project.
  - Provide administrative support in monitoring budget preparation and the finances of programmes/projects, including the finalization of FACE forms.
  - Review financial reports; prepare non-PO vouchers for development projects.
  - Process payment for consultants.
  - Maintain internal expenditures control system.
  - Create requisitions in Atlas for development projects; register good receipts in Atlas.
  - Assist in the preparation and follow up of cost-recovery bills in Atlas.
3. **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.
  - Prepare public information materials and briefing packets.
  - Assemble briefing materials and prepare power-point and other presentations.
  - Provide guidance and training to Programme Assistants as needed.
4. **Provide administrative support to Resource Mobilization**
  - Prepare cost-sharing and other agreements; follow up on contributions within the CO resource mobilization efforts.
  - Organize, compile and process information from donors, CO, and programme team, as inputs to various databases and documents.
5. **Facilitate knowledge building and knowledge sharing**
  - Provide administrative support synthesis of lessons learnt and best practices related to programme management and finance.
  - Provide administrative support to the organization of training for the office staff and partners on programme and operations related issues.

## IV. Key Performance Indicators

- Timely and accurate support to events, workshops, and missions.
- Full compliance of administrative activities with UN Women rules, regulations, policies, and procedures.
- Timely recording of overall programme unit finances.
- Timely and accurate tracking of data for CO management and donor purposes.
- Quality maintenance of internal systems.

## 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 knowledge of programme management.
- Ability to administer and execute administrative processes and transactions.
- Ability to create, edit and present information in clear and presentable formats.
- Ability to manage data, documents, correspondence, and reports information and workflow.
- Strong financial and budgeting skills.
- Strong IT skills.

## VI. Recruitment Qualifications

### **Education and certification:**

- Graduation/Bachelor's degree in Business or Public Administration or additional 03 years of relevant experience to the post, beyond the requirement, is required.

### **Experience:**

- At least 6 years of progressively responsible experience in administration 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.

	<ul style="list-style-type: none"><li>• Experience in intersectional approach to human rights is an asset.</li></ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"><li>• Knowledge of English and Portuguese is required.</li><li>• Knowledge of the other UN official working language is an asset.</li><li>• Knowledge of Spanish is an asset.</li></ul>