Vacancy Announcement

Issued on:	19 March 2024
Organizational location	UN-Habitat, ROLAC
Title and Id Number of Programme/Project	Southern Cone Countries (Brazil, Argentina, Uruguay, Chile, Paraguay)
Duty station	Rio de Janeiro, RJ
Functional title	Administrative Assistant
Contract	Service Contract (SB3/1)
Post duration	6 months with possibility of renewal
Closing Date	31 March 2024

Background

The main mandate of the United Nations Human Settlements Programme (UN-Habitat) is to promote sustainable development of human settlements and policies conducive to adequate housing for all. Within this framework, UN-Habitat supports central and state governments, as well as local authorities and other partners for the implementation of the Habitat Agenda, the 2030 Agenda with the Sustainable Development Goals and the New Urban Agenda.

UN-Habitat helps the urban poor by transforming cities into safer, more inclusive, compact, integrated, resilient, and connected places with better opportunities where everyone can live with dignity. It works with organizations at every level, including all spheres of government, civil society, and the private sector to help build, manage, plan and finance sustainable urban development.

The Regional Office for Latin American and the Caribbean – ROLAC – is based in Rio de Janeiro, Brazil. The Agency puts emphasis in developing and managing activities in the host country. Indeed, for the past years, UN-Habitat has expanded its portfolio in Brazil by working with the three tiers of government in order to support the formulation and implementation of more effective, sustainable, participative and socially fairer urban economic, social and environmental policies.

In order to meet with greater demand for projects, the office of Rio de Janeiro is looking for an Administrative Assistant that will be focusing on Brazil. The professional will be asked to assist the office team by executing administrative activities related to the implementation of UN-Habitat's initiatives in Brazil and Southern Cone countries.

Report to UN-Habitat Manager:

The Administrative Assistant reports to the National Officer for Brazil, who will evaluate their performance.

Ultimate Result of Service:

He/she will provide technical advice and support the execution of activities related to the implementation of the abovementioned project. The Administrative Assistant will work in close collaboration with the operational, technical and communications teams of UN-Habitat in Rio de Janeiro and local project teams, staff of other UN Agencies, Government officials, media, multilateral and bilateral donors and civil society.

Outputs/Work Assignment:

The Administrative Assistant shall support and advise the implementation of projects activities according to the responsibilities indicated below.

Responsibilities

a) Provide appropriate administrative support to implement project-related activities;
b) Support the adequate execution of technical and/or administrative activities, under the guidelines of its immediate supervisor;
c) Organize and file all relevant documents and information in the administration of the projects;
d) Support the receiving and distribution of correspondences, materials, and equipment;
e) Support the team through audits and other administrative and financial compliance;
f) Keep and update the office's inventory;
g) Request quotations for low value acquisitions;
h) Redact official letters in both Portuguese and English;
i) Support selection processes for technical and/or field staff, schedule and set up interview panels, contact shortlisted candidates for interview and send post interview feedback if necessary;
j) Gather necessary documentation according to UN rules and regulations needed for hiring in any modality (CIC, IC, UNOPS, UNDP etc.) and request Index Number and BP for new hiring;
k) Assist in receiving monthly reports from consultants and/or field staff, including the necessary procedures for monthly payroll.
l) Track and monitor contract duration and expiration dates;
m) Assist in requesting travel for the technical team, including travel request and mission reports;
n) Be responsible for maintaining an organised and accessible information file;
o) Perform ad hoc activities and other duties which may be requested by the supervisor;
p) Support other administrative functions as requested by the UN-Habitat operational team in Rio de Janeiro.
q) Participate in missions as requested;
r) Be responsible for maintaining an organized and accessible information file;
s) Be responsible for ensuring that all activities observe the principles of integrity of the United Nations.

Knowledge Management

→ The person must know the processes, procedures, and norms of UN-Habitat, in order to guarantee an adequate quality of the activities described above, following the standards of the organization.
→ The person will propose formats and procedures that allow the efficient implementation of the activities related to the project development.
→ The person must know the file of the Office, work with it and ensure its proper maintenance, accessibility for all staff and due updating.
→ The person will prepare databases related to the project running.
→ The person will make sure that all relevant technical information will be adequately shared with the correspondent staff.
→ The person will ensure that all produced material will be fit-for-purpose and delivered, in an organized way, for posterior consultation and use of the Agency.

The consultant will be responsible for completing all courses or trainings that are indicated to him/her by his/her supervisor. The security course BSAFE is required to be accredited during the first month of employment.
The consultant will be responsible for his/her own security, so the person should get familiarized with United Nations security mechanisms and comply with them according to the Framework of Accountability for the United Nations Security Management System.

Competencies

Professionalism: Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Experience in working with inter-institutional context, assisting in project management, and monitoring evaluation and learning processes will be an asset.
Planning and organization: Professional approach to work, strong sense of responsibility, operate with minimal supervision; proven organizational skills and ability to manage a workload efficiently and within set deadline; develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
Communication: Ability to write clearly and effectively; listen to others, interpret messages correctly and respond appropriately; show openness in information sharing and keep everyone informed; solid abstract reasoning skills together with a proven capacity to write documents for diverse audiences.
Teamwork: Ability to work with teams, demonstrate leadership, conflict management and consensus facilitation skills; ability to work in a multicultural and multi-ethnic environment, and to respect diversity; sensitivity to the main-streaming of vulnerability; willingness and ability to work in difficult environments; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications

Required:

- Bachelor's degree in Business Administration, Human Resources, Secretariat, International Relations or related field is required, or additional three (3) years of relevant experience to the post, beyond the requirement.

Experience:

- A minimum of two (2) years of relevant experience with administrative, secretarial, operational and/or human resources routine is required.
- Previous experience with the United Nations is considered an asset.
- Familiarity with and interest in urban and development issues and in the urban global agenda of the Organization is desirable.

Other Capacities
Good handling of technological tools and use of commercial packages such as Microsoft Office (especially Excel), Internet, cloud sharing, Microsoft Teams, SharePoint. Experience with SAP in general and/or Umoja is considered an asset.

Languages

- English and French are the working languages of the United Nations Secretariat, and Spanish is the working language of the Regional Office.
- For the post advertised, fluency in Portuguese and English is required. Working knowledge of Spanish will be considered an added advantage.

Travel details
The consultant must be available to travel to the places related to the activities in the country, if requested by the National Officer for Brazil and/or the International Officer. Travels will be coordinated and financed by UN-Habitat, according to the United Nations travel rules and guidelines.

Remuneration (SB-3/1: BRL 4.891,53 (net amount) plus INSS and CIGNA health insurance.

Duration:
Six months upon the signature of the contract, with the possibility of renewal.

Notes
Appointment against this post is on local basis and only nationals from Brazil or external candidates who hold a permanent visa in Brazil may apply.

All applications will be treated with the strictest confidence. Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only short-listed applicants will be contacted.

To submit an Application, please access: https://forms.gle/JsUhCs1ruyrfg3ie8

Deadline for applications: 31 March 2024

Applications must include: UN Personal History Form in English (Only the form published together with this Terms of Reference will be accepted) and CV in English, Spanish or Portuguese