Administrative Assistant, International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, BRAZIL
Application Deadline: 01st March 2015
Type of Contract: SC / SB 3
Languages Required: English and Portuguese
Starting Date: April 2015
Duration of Initial Contract: 12 months with possibility of extension

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a partnership between the United Nations Development Programme (UNDP) and the Government of Brazil. Located in Brasilia, IPC-IG facilitates South-South learning with the aim of expanding developing countries’ knowledge and capacities to design, implement and evaluate effective policies towards the attainment of high inclusive growth.

The Centre is currently recruiting an Administrative Assistant to support the planning and implementation of IPC-IG activities providing logistical and administrative support to Programme and Operations teams.

The main areas of responsibility of the Administrative Assistant will be administrative, logistical, and secretarial work within IPC-IG Office. The position provides an exciting opportunity for a person motivated by results with excellent management skills.

Duties and Responsibilities

Under the substantive guidance of the Project Manager of IPC-IG, the day-to-day oversight of IPC-IG Project Analysts, and following UNDP rules and regulations, the Administrative Assistant is expected to ensure timely and high quality delivery of the following:

Administrative Assistance to IPC-IG Programme Team:

- Assist staff members in administrative rules and procedures providing general briefing to new staff members;
- Support IPC-IG team with travel arrangements for official travel;
- Assist the Internship and Fellowship Programmes with administrative procedures;
- Support the team with Events organization;
- Coordination and management of Office service, acquisition, storage and files;
- Ensure proper control of the supporting documents for payment and ensure budget control is adhered to;
Procurement:
- Liaise with UNDP Brazil Procurement team and IPC-IG Procurement officer;
- Assist with the selection and management of Individual Contract holders;
- Procurement of goods above the threshold of US$5,000, any threshold of assets or travel, acting as buyer in Atlas system;

Human Resources:
- Liaise with UNDP Brazil Human Resources team and ensure personnel documents are sent to the HR Office;
- Assist with the selection and management of Service Contract holders;
- Assure all necessary documents of IPC-IG Team are up-to-date and organized in IPC-IG digital and hard files;
- Act as Leave Monitor;

Competencies

Corporate
- Demonstrates integrity and fairness, by modeling the UN/UNDP’s values and ethical standards;
- Demonstrates discretion and reliability in handling confidential matters;
- Promotes the vision, mission and strategic goals of IPC-IG.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional
- Multi-tasking and motivated by results;
- Willing to work under pressure, also with online/telecom team;
- Ability to review and process a variety of data, identify and adjust discrepancies, identify and resolve operational problems;
- Responds positively to feedback;
- Demonstrates strong oral and written communications skills;
- Seeks and applies knowledge, information and best practices from within and outside of IPC-IG.

Judgment/Decision-Making
- Mature judgment and initiative;
- Client-oriented perspective focused on impact and results;

Required Skills and Experience

Essential
- Secondary Education degree; an University Degree in Administration, International Relations, or related fields is considered an asset;
- At least one year of relevant experience with administration assistance;
- Experience with administrative assistance to events;
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, and internet) and advanced knowledge of spreadsheet and database packages;
• Fluency in Portuguese;
• Advanced English.

Desirable
• Working knowledge of Atlas ERP;
• Experience with South-South Cooperation projects;
• Knowledge of other UN language is considered an asset;
• UN/UNDP experience is an advantage.

Application and Selection Process

Applicants must send a detailed CV, P11 form*, a cover letter and a recommendation letter to ipc-hr@ipc-undp.org no later than 01 March 2015 quoting in the subject “Administrative Assistant”. All documents must be submitted in English. Only recommendation letters will be accepted in Portuguese and they must be signed.

Applications posted after deadline will not be accepted.

*Personal History Form (P11) is available for download at:

http://www.pnud.org.br/arquivos/P11.doc

Incomplete applications or applications received after the closing date (01 March 2015) will not be given consideration. Please note that only applicants who are short-listed will be contacted.

This is a national Service Contract position within the IPC-IG/UNDP. International candidates will only have their applications considered if proof of permission to work in Brazil is attached to the application. The IPC-IG/UNDP is not in a position to provide advice or assistance on applying for a Brazilian work permit.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.