

## I. POSITION INFORMATION

**Position:** Assistant to the Representative

**Vacancy Announcement:** UN Environment/ROLAC – Brazil Office

**Type of Contract:** Service Contract (SB3)

**Duration:** 6 (six) months (renewable)

**Duty station:** Brasília

**Closing date for application:** June 19<sup>th</sup>, 2019

## II. ORGANIZATIONAL CONTEXT

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system, and serves as an authoritative advocate for the global environment. Our mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

## III. FUNCTIONS / KEY RESULTS EXPECTED

Under the overall guidance of the UN Environment Brazil Representative, the Assistant should provide executive/administrative support services to the Office, ensuring effective and efficient functioning of the Representative's office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments.

The Assistant to the Representative works in close collaboration with Programmatic and Operational areas, UN Environment team and divisions at national and international levels, UN System and counterparts, including national and international authorities to ensure efficient flow of information, actions on instructions and agendas.

### **The tasks and responsibilities of the Assistant to the Representative includes:**

- Gather information to assist the Office Representative in the elaboration of documents and analysis;
- Prepare drafts of documents, routine correspondence, interoffice circulars, general briefing notes, reports, minutes of meetings and translations when required;
- Handle agenda: regular update of commitments, schedule and follow up on deadlines;
- Deal with travel arrangements: quarterly travel plans, travel authorization and related post facto reports;
- Support on the preparation of reports: collection and submission of data on behalf of the Office Representative, when requested;
- Provide overall support to UN Environment Programme implementation in Brazil, including preparation of missions and organization of events;
- Liaise with partners (projects, UN agencies and other counterparts) on development of activities/meetings at sub-regional and national level;
- Manage physical and electronic filing system: registry of in/out documents and publications;
- Support on the maintenance of mailing list data base;
- Screen incoming communications, filter outgoing correspondence for supervisor's signature, clearance and further action by other staffs/divisions;
- Under the supervision of the Office Representative, represent UN Environment at meetings, as required;
- Collaborate to the smoother running of the office such as: control of visitors, common services with other UN agencies of the compound and liaison with UN agencies on administrative matters (reception, repair of common areas premises, etc);

- Support, as required, other administrative routine/processes such as identification of national experts, procurements of goods and services;
- Perform other related duties as required.

#### IV. TRAVEL

Costs with missions/travels in order to meet the objectives and results stated in this Term of Reference are not included in the total amount mentioned above and shall be covered by the Project, if necessary.

#### V. REPORTING LINES

The Service Contractor will perform its duties and responsibilities under direct supervision of the UN Environment Brazil Office Representative.

#### VI. IMPACT OF RESULTS

All services to be performed under this Term of Reference (ToR) will have a direct impact on the development and implementation of the UN Environment Brazil Office.

#### VII. COMPETENCIES AND CRITICAL SUCCESS FACTORS

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.

**Commitment to Continuous Learning:** Willingness to keep abreast of new developments in the field of information technology.

**Communication:** Excellent verbal and written communication skills, including the ability to draft/edit variety of written reports and to articulate ideas in a clear and concise style.

**Technological Awareness:** Ability to make effective use of required computer software and other equipment's relevant to the post.

**Teamwork:** Very good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

**Leadership and Self-Management:** Focuses on result and responds positively to feedback; consistently approaches work with energy and positive, constructive attitude; remains calm, in control and good humored even under pressure; demonstrates openness to change and ability to manage complexities.

#### VIII. RECRUITMENT QUALIFICATIONS

##### Mandatory Academic Background

- University Degree in Executive Secretariat, Public Administration, International Relations or related field.

##### Mandatory Work Experience

- 5 (five) years of relevant experience to the post;
- Experience in the usage of computers and office software package, in handling web-based management systems and knowledge of spreadsheet and database packages.
  - Strong communications skills (both spoken and written).
  - Excellent knowledge of protocol procedures.

##### Desirable work Experience

- Experience within UN System.

**Language requirements**

- Fluency, oral and written, in English and Portuguese;
- Working knowledge in Spanish is an asset.

**Qualified candidates may submit their applications by e-mail, in ENGLISH, including:**

1. Detailed curriculum vitae (Personal History Format - P11 – [click to open the template](#));
2. Application letter containing the expected remuneration.

Applications must be sent to the address mentioned below by no later than **June 19<sup>th</sup>, 2019, 23:59 (Brasília time)** quoting reference **“Process 002/2019 Assistant to the Representative | UN Environment”**.

**E-mail:** [elisa.tavares@un.org](mailto:elisa.tavares@un.org)

Eventual requests for information or doubt clarifications may be submitted to the UN Environment Office in Brazil (to the email address above) by June 14<sup>th</sup>, 2019. The answers will be published on the UN Opportunities webpage, below this announcement on June 17<sup>th</sup>, 2019.

**Applications received after the deadline will not be considered.**

**Only short-listed qualified candidates will be contacted for interview and written assessment phases.**

**United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.