

## Administrative Analyst

### International Policy Centre For Inclusive Growth (IPC-IG)

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<b>Location:</b>	Brasilia, BRAZIL
<b>Application Deadline:</b>	30 <sup>th</sup> April 2017
<b>Type of Contract:</b>	SC / SB-4
<b>Languages Required:</b>	English and Portuguese
<b>Starting Date:</b>	01 <sup>st</sup> June 2017
<b>Duration of Initial Contract:</b>	12 months with possibility of extension

### Background

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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 Analyst, a high-level assistance, to support Coordinators in their daily activities as well to provide support on administrative data analysis. The job provides an exciting opportunity for a person with good administrative skills able to deal with confidential matters.

### Duties and Responsibilities

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Under the guidance of the IPC-IG Coordinators and following UNDP rules and regulations, the Administrative Analyst is expected to ensure timely and high quality delivery of the following:

- Compile and analyze data on administrative services performance against organization need;
- Provide support in the analysis of service delivery;
- When requested, act as the Coordinators' first point of contact with internal and external stakeholders;
- Organize reporting systems on administrative services, especially those related to the office's daily routines and Coordinators' meeting schedules and calendar appointments;
- Be responsible for meetings note-taking and follow-up when required;
- Advise Coordinators on upcoming appointments and missions with stakeholders by providing the necessary information as well as developing briefing materials and presentations;
- Support the preparation of missions attended by Coordinators, including all logistical needs;
- Analyze and compile correspondence on behalf of Coordination for his/her signature and making follow-up when required;
- Organize and summarize incoming e-mail, when required, often corresponding on behalf of the Coordinator.

## Competencies

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### *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Demonstrates discretion and reliability in handling confidential matters;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work.

### *Functional*

- Multi-tasking and motivated by results;
- Responding positively to feedback;
- Demonstrates strong oral and written communications skills;
- Ability to organize and complete multiple tasks by establishing priorities;
- Willing to work under pressure, also with online/telecom team;
- Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures.
- In-depth knowledge of office software applications relating to word processing;
- Ability to operate computers and office equipment;
- Ability in editing texts in Portuguese and English.

## Required Skills and Experience

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### *Essential*

- University Degree in Administration, Business Management, Executive Secretariat or related fields with at least 11 years of experience in performing the duties and responsibilities mentioned in this TOR OR
- Post Graduate Course (*Lato Sensu* or *Strictu Sensu*) in Administration, Business Management, Executive Secretariat or related fields with at least 06 years of experience in performing the duties and responsibilities mentioned in this TOR;
- Experience in the usage of computers, office software packages (MS Word, Excel, PowerPoint, and internet) and advanced knowledge of spreadsheet and database packages;
- Fluency in Portuguese;
- Fluency in English as proven by certificate, or previous work, or academic experience or personal experience abroad.

### *Desirable*

- Relevant experience with government;
- Knowledge of other UN language is considered an asset;
- International organization experience is an advantage.

## Application and Selection Process

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Applicants must send a signed P11 form\* to [ipc-hr@ipc-undp.org](mailto:ipc-hr@ipc-undp.org) by no later than 30<sup>th</sup> April 2017 quoting “**Administrative Analyst**” in the subject.

The IPC-IG strongly encourages sending the following extra documents in the application for consideration:

- Detailed CV;
- Cover letter;
- Signed recommendation letter.

**All documents must be submitted in English or Portuguese.** Applications sent after the deadline will not be accepted.

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

<http://www.br.undp.org/content/dam/brazil/docs/RH/undp-br-P11-2016.doc>

Incomplete applications or applications received after the deadline will not be considered. 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 a Brazilian work permit is attached to the application** (*carteira de trabalho* and visa). The IPC-IG/UNDP is not in a position to provide advice or assistance towards applying for such a permit.

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