

Executive Assistant

International Policy Centre For Inclusive Growth (IPC-IG)

Location:	Brasilia, BRAZIL
Application Deadline:	23 September 2018
Type of Contract:	SC / SB-3
Languages Required:	English and Portuguese
Starting Date:	08 October 2018
Duration of Initial Contract:	06 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 Executive Assistant to support IPC-IG's Coordinators in their daily activities. The job provides an exciting opportunity for a person with good administration skills able to deal with confidential matters.

Duties and Responsibilities

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

Coordination's Assistance:

- Act as the Coordinators first point of contact with people from both inside and outside IPC-IG;
- Maintenance of the Coordinators' calendar, contacts with visitors, arrangement of appointments and meetings, taking minutes when requested;
- Assure Coordinators are aware of their daily schedule;
- Preparer briefing materials and presentations for Coordinators appointments, meetings, missions;
- Support the preparation of missions attended by Coordinators: booking hotels, check flights preferences, support the visa requisition;
- Preparation of 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;
- Collect and update contact information from UN Directory, Government, International Organizations, Embassies, and NGOs and other important contacts;

- Assist on other demands from the Coordination.

IPC-IG Office's Assistance

- Monitoring of all visitors to the office; assistance to visitors by providing directions and accurate information related to IPC-IG;
- Liaison with the Head Offices of the main partners of IPC-IG: UNDP Brazil, Institute of Economic and Applied Research (IPEA) and Executive Council;
- Manage IPC-IG mail registry by contacting UNDP Registry and IPEA Registry, assisting with delivery and receipt of documents;
- Provide information through telephone and in person;
- Operate and manage the telephone switchboard in accordance with appropriate protocol;
- Make the registration of the entrance of new team members and keep the registry updated;
- Manage the taxi vouchers in accordance with appropriate protocol;
- Supervision of office premises, support staff and request for repairs whenever needed and support the security team with information and assistance;
- Share important information regarding rules and regulations for the use of common areas of IPC-IG office. Make general recommendations and notices to IPC-IG office whenever necessary;
- Manage IPC-IG Outlook Calendar for Coordinators Appointment Support IPC-IG team assuring its proper use by giving instructions of how to use it, when necessary;
- Organize the logistic of meetings held at IPC-IG by checking the availability of meeting room, necessary equipment and ordering water/coffee;

Competencies

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;
- Facility to editing texts in Portuguese and English.

Required Skills and Experience

Essential

- University Degree in Executive Secretary, Administration or related fields and 2 years of experience with executive assistance of any level;
- Fluency in Portuguese;
- Fluency in English as proven by certificate, or previous work, or academic experience or personal experience abroad.

Desirable

- Working experience with government;
- Experience with travel assistance is an asset;
- Knowledge of other UN language is considered an asset;
- International organization experience is an advantage.

Application and Selection Process

Applicants must send a signed P11 form* to operations@ipc-undp.org by no later than 23 September 2018 quoting **Executive Assistant** 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. 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.