

Travel and Executive Assistant,

International Policy Centre For Inclusive Growth (IPC-IG)

Location:	Brasilia, BRAZIL
Application Deadline:	29 April 2019
Type of Contract:	SC / SB 3-3
Languages Required:	English and Portuguese
Starting Date:	01 st June 2019
Duration of Initial Contract:	07 months with possibility of extension

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a joint project between the United Nations Development Programme and the Brazilian Government to facilitate South-South Cooperation on key development issues. The Centre carries out applied research and its ultimate goal is to generate knowledge resources to the global development community. The main objectives of the center are to contribute applied research-based policy recommendations for inclusive growth and to facilitate South-South exchange and learning on key development issues. Toward these ends, IPC-IG not only conducts research, but also organizes thematic workshops, policy training seminars, advisory and programme evaluation missions for requesting countries, and hosts resident researchers. The Centre regularly publishes Working Papers, issues of Poverty in Focus, Policy Research Briefs and One Pagers to encourage policy debate and dissemination of knowledge. IPC-IG publications are found at:

<http://www.ipc-undp.org/pages/newsite/menu/about/pub.jsp?active=0>. The main thematic areas of focus for the IPC-IG are: public policies, social protection, cash transfers, population studies and evaluation of public policies. The Travel and Executive Assistant position will integrate IPC-IG Research team.

Duties and Responsibilities

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

Travel Assistance:

- Liaise with Joint Operations Facility (JOF) regarding mission issues;
- Support IPC-IG team with Travel arrangements, this includes management of the platform TAS for all official missions within the Centre;
- Operationalize activities regarding security clearances of missions;

- Operationalize activities regarding Travel issues within IPC-IG`s projects portfolio, this include follow up of procurement plans, record of financial balance of purchase orders in TAS system. Whenever necessary request for new purchase orders, request for vendor registry, registry of vendors in TAS system, registry of COA`s project in TAS system, correct storage and fill of these official documents;
- Prepare drafts of documents for visas requisitions;
- Support the organization of IPC-IG events.

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;
- Arrange documentation of support and also documentation of travel's accountability;
- 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 and assure its proper use by giving instructions of how to use it to IPC-IG team, when necessary;
- Procure goods up to US\$5,000.00 (mainly office supplies);
- 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

- *Leadership: Takes responsibility for and ensures high quality of own work*
- *Communication and Relationship Management: Reliably and consistently interprets information and instruction correctly*
- *Innovation: Assesses work with critical eye*
- *Delivery: Meets goals and timelines for team deliverables*

Required Skills and Experience

Essential

- University Degree Administration, International Relations, Executive Secretary or related fields;
- 4 years of working experience with administration support, and/or projects, and/or secretariat matters.
- Fluency in English

Desirable

- Experience in the usage of computers and office software packages (MS Word, Excel, Power Point, etc.)
- Knowledge of other UN language is considered an asset;
- Experience with events organization,

- Experience within a travel department is considered an asset.

Application and Selection Process

Applicants must send a signed P11 form* to operations@ipc-undp.org by no later than 29 April 2019 quoting “**Travel and Executive Assistant**” in the subject.

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

- 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.

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.