



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

1. **UNV Assignment Title:** **Administrative Assistant**
2. **Type of Assignment:** **National UN Volunteer**
3. **Project Title:** **UNHCR Country Office**
4. **Duration:** **Initial 3 months, renewable upon fully-effective performance**
5. **Location, Country:** **Brasilia, Brazil**
6. **Expected Starting Date:** **02/01/2013**
7. **Brief Project Description:**

The United Nations High Commissioner for Refugees (UNHCR) was established on 14th December 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strive to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 7,685 people in more than 125 countries continues to help some 33.9 million person.

UNHCR's work in Brazil follows the same principles and objectives as in any other country: protect refugees and promote durable solutions to their problems. Although Brazil is internationally known as a welcoming country, refugees also face a number of difficulties when trying to integrate into Brazilian society. Today, 4.656 refugees are officially recognised by the Government, originally from over 75 different countries. Most of them reside in Brazil's largest capital cities. The first challenges are the language and culture, in addition to other issues also common to Brazilians such as employment, education and public services such as health and housing.

UNHCR operates from two offices in the country: a Branch Office located in the capital, Brasilia, and a Field Unit in the northern town of Manaus. UNHCR-Brazil operates in close partnership with the National Committee for Refugees (CONARE), a department of the Ministry of Justice. Additionally, UNHCR works closely with implementing partners in order to ensure humanitarian assistance and local integration of refugees, located in the states of Rio Grande do Sul, São Paulo, Rio de Janeiro, Amazonas and Distrito Federal.

8. **Host Agency/Host Institute:** **UNHCR- Brazil, Brasilia**

United Nations Volunteers

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9. Organizational Context:

The national UN volunteer will be part of the Administration/Finance Unit, responsible for providing administrative support services to UNHCR's Branch Office in Brasilia and remote assistance to Field Unit Manaus. Furthermore, the incumbent will also fulfill the role of executive assistant and receptionist.

10. Type of Assignment Place: assignment with family

11. Description of tasks:

Under the direct supervision of the Administrative/Finance Associate the UN Volunteer will undertake the following tasks:

- Act as a switchboard operator, answer to incoming calls and transfer calls to concerned officer and/or take messages or provide general information, understanding the importance and the confidentiality of the issues treated;
- Receive, screen and assist visitors and escort them to the responsible officers. Adopt tactful attitude to inform and convince interlocutors to accept unforeseen situations, such as waiting longer than expected, meet with a different office than expected or accepting the cancellation of an appointment;
- Sort all incoming correspondence and directing to other responsible staff members and arranges outgoing mail and diplomatic pouches;
- Draft routine correspondence based on instructions provided by the supervisor or based on background information available on office files;
- Provide administrative support to immediate supervisor to ensure that routine administrative tasks and requirements are correctly and timely implemented;
- Provide secretarial support to Representative, maintaining calendar of appointments, screening of visitors and callers and scheduling meetings and travel;
- Ensure a sufficient quantity of office supplies is available and liaise with suppliers;
- Liaise with service providers for maintenance work and repairs of office equipment or facilities, whenever required.
- Monitor routine provision of services and/or shifts from providers, as and when applicable;
- Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
- Facilitate implementation of Personnel administrative formalities and processing of documents in relation to official travels, leaves and movements of staff;
- Under the direction of the supervisor, make arrangements for seminars, workshops and training activities and maintain schedules, materials and documentation;
- Provide back-up finance support during the absence of Finance Assistant, when required;

Furthermore, UN Volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

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12. Results/Expected Output:

- Provision of top quality, efficient and prompt assistance to UNHCR's Country Office operations;
- Using a variety of project administration, communication and organizational skills;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Qualifications/Requirements:

- University degree in Administration, International Relations or other related area;
- 2 years of relevant work experience;
- Fluency in Portuguese and English (oral and written). Advanced Spanish knowledge is a strong asset;
- Excellent computer skills (MS office, including Excel, Word and PowerPoint);
- Flexibility, adaptability and multitasking;
- Excellent interpersonal skills. Demonstrated ability to work with others in a team environment;
- Brazilian nationality;
- At least 25 years of age.

14. Living Conditions:

The nation's capital, Brasilia, was founded in 1960. It is considered as one of the major examples of the modernistic movement in architecture and urban planning in the 20th century, and was added to the UNESCO list of World Heritage Sites.

The average temperature is 22°C, rising to over 30°C during the hottest period. The hottest month in Brasilia is September and the coolest month is July. Planned for only 500,000 inhabitants, Brasilia has seen its population grow much more than expected. Several satellite towns have been created over the years to house the extra inhabitants.

Brasilia's total population (including the satellite cities) is now over 2,000,000 inhabitants. Outdoor recreational activities include basketball, golf, Hash House Harriers, horse-back riding, picnicking, riding, sailing, soccer, sunbathing, swimming, tennis and volleyball. Inexpensive lessons in many sports are available at the clubs to members and non-members alike.

15. Conditions of Service

A 3 month-contract with the possibility of extension; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to R\$ 1,692.00; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

16. Application

Detailed *curriculum vitae* including two referees and application letter should be sent, in English only, to brabr@unhcr.org, until the **14th October**, quoting reference "**UNHCR Administrative Assistant - NUNV**".

Only short-listed candidates will be contacted.

UNHCR and UNV give equal opportunity to all applicants and particularly encourage Afro-Brazilians and women to apply.