



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	<b>General Temporary Assistant</b>
Level:	<b>SB2 (G-4)</b>
Main Duty Station and Location:	<b>Brasília</b>
Mission/s to:	<b>As required</b>
Start of Contract (EOD):	<b>15 November, 2024</b>
End of Contract (COB):	<b>31 April, 2025 (renewable)</b>
Contract Type: <i>Regular or WAE</i>	<b>WAE</b>

#### ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Divisions/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Field Offices fall under the overall responsibility of the Division of Regional Bureaus and Field Coordination (GLO/RFO), of the Directorate of Global Partnerships and External Relations (GLO). The Directorate of Global Partnerships and External Relations (GLO), headed by a Managing Director, is responsible for UNIDO's relations with Member States and all external partners, including through the policymaking organs. It plays a central role for interaction and collaboration with traditional and non-traditional donors; oversees the regional bureaus as well as the network of established field offices, liaison offices and Investment and Technology Promotion Offices; and supports the implementation of particularly

complex projects, programmes and special assignments, thus also fulfilling an important role in safeguarding their quality and the reputation of the Organization.

The Division of Regional Bureaus and Field Coordination (GLO/RFO) coordinates the field representation and interventions of UNIDO in Member States and regions. Within this context, the Division is responsible for determining programmatic priorities for UNIDO's services and ensuring that UNIDO responds to the specific needs and requirements of Member States and development partners at the country and regional levels. It facilitates the development of regional strategies, country programmes (including Programmes for Country Partnership - PCPs) and monitors their implementation. The Division encompasses all the UNIDO field offices and the five Regional Bureaus: Africa (GLO/RFO/LAC), also hosting the IDDA III Secretariat; the Arab Region (GLO/RFO/ARB); Asia and the Pacific (GLO/RFO/ASP); Europe and Central Asia (GLO/RFO/EUR); and Latin America and the Caribbean (GLO/RFO/LAC).

The Field Offices are responsible for representing UNIDO in their countries/regions of coverage and for maintaining close relations with all relevant stakeholders. They are responsible for identifying development priorities and donors' thematic and funding priorities in the countries/regions of coverage, and for supporting, and/or leading when requested, the formulation, implementation and monitoring of technical cooperation projects and programmes, including the Programmes for Country Partnership (PCPs) and the Country Programmes (CPs).

The Field Offices are also responsible for coordinating and reporting on UNIDO's activities in their countries/region of coverage, and for leading/contributing to the development of regional strategies and policies to ensure the strategic and programmatic consistency of UNIDO's work.

The Field Offices also cooperate with and contribute to the joint work of the UN System at country level, through collaboration with the United Nations Resident Coordinator Offices (UNRCs) and United Nations Country Teams (UNCTs) and the participation in Common Country Assessments (CCAs) and United Nations Sustainable Development Cooperation Frameworks (UNSDCFs).

The position is located under the **GLO/RFO/FLD/LAC/BRA**, specifically to work for the **UNIDO Field Office Brazil**, in Brasilia, which holds diverse Projects under GEF, Montreal Protocol, UK Government, among other funds. These projects aim to promote the emergence, deployment and large-scale adoption of sustainable energy technologies and good practices to drive the decarbonization of energy systems and industrial processes. It supports Member States to charter pathways for net zero industrial development through the development of conducive policies. It also promotes the deployment of crosscutting energy efficiency solutions, electrification and carbon management of industrial processes in large and small-scale industries. It charters norms and standards for reporting embodied carbon in products and supports member states in developing the reporting and verification structures to support compliance with global standards.

## **FUNCTIONAL RESPONSIBILITIES**

Under the supervision of the UNIDO Country Office Representative and in coordination with the Office Assistant, the Administrative Assistant shall provide administrative and secretarial support for the following functions of the field office, which might include:

- Support in the interactions and meetings with the Federal Ministries of Brazil and other relevant governmental and private partners, including assistance with administrative and secretarial tasks related to the field office's participation in federal governmental working groups, sub-regional bodies, and commissions.

- Facilitate a broad range of activities related to UNIDO's representation at the UNCT, including secretarial duties and reporting on country programming documents, as well as the development of working groups for the implementation of the UNSDCF in Brazil.
- Support the development of the regional strategy of UNIDO for Latin America, in close collaboration with the Regional LAC Bureau, particularly in initiatives related to South-South and triangular cooperation.
- Aid in identifying and following up on donor priorities to bolster UNIDO's resource mobilization and project and programme development cycle. This support is crucial for securing funds for field projects and initiatives.
- Support in the monitoring of TC activities for programme results at the ground level and all project personnel in Brazil.
- Ensure adequate translations of certain documents and messages as to facilitate communications with the Federal government.
- Assist in organizing high-level missions to the country and support UNIDO personnel on mission within the country or in other covered countries as required.
- Ensure the adequate collection of data and timely reporting to the UN INFO.
- Assist in planning and organizing project events, meetings, and activities.
- Follow up on administrative procedures necessary for the local procurement of project equipment and field office assets, as needed.
- Support in the management of all administrative matters related to the project field office in Brazil, including paper and electronic files and databases related to project activities.
- Support knowledge management functions, including assisting with publications and communications tasks, maintaining the project contacts database, circulating relevant information, and keeping stakeholders informed of developed knowledge.
- Support in the development of the Office Brazil Newsletter.
- Assist in developing agendas for meetings and other required materials.
- Coordinate and manage the Field Office Brazil schedule of appointments and provide daily updates.
- Arrange appointments and meetings, both internal and external, including those involving high-ranking officials.
- Take notes and prepare comprehensive reports of meetings and other relevant encounters with government officials.
- Carry out ad-hoc assignments and research activities, as required.

### MINIMUM ORGANIZATIONAL REQUIREMENTS

**Education:** Completed higher secondary education (high school diploma or equivalent), is required. Formal administrative/secretarial/clerical training or equivalent, is **desirable**. *Credit towards total working experience may be considered on a year by-year- basis, up to maximum of four years, for a higher degree education (including first university degree or equivalent diploma and/or master's degree), in a relevant field to the post.*

### **Experience, technical and functional expertise**

- A minimum of six (6) years of work experience in the related fields of the post is **required**.
- Experience in office procedures and practices, preferably within the UN system or in a multicultural environment, is **desirable**.
- Experience in project administration, accounting and finance, providing support to managerial/professional staff and using administrative skills to assist in the execution of project development and implementation of work, is **desirable**.

- Experience and proficiency in using Microsoft Office (Outlook, Word, Excel and PowerPoint), is **required**.
- Experience with SAP or similar ERP software is **desirable**.

#### **Languages:**

- Fluency in written and spoken English is **required**.
- Fluency and/or working knowledge of Portuguese is **required**.
- Fluency in other UN language is **desirable**.

### **REQUIRED COMPETENCIES**

#### **Core Values**

**WE LIVE AND ACT WITH INTEGRITY:** work honestly, openly and impartially.

**WE SHOW PROFESSIONALISM:** work hard and competently in a committed and responsible manner.

**WE RESPECT DIVERSITY:** work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies**

**WE FOCUS ON PEOPLE:** cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

**WE FOCUS ON RESULTS AND RESPONSIBILITIES:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

**WE COMMUNICATE AND EARN TRUST:** communicate effectively with one another and build an environment of trust where we can all excel in our work.

**WE THINK OUTSIDE THE BOX AND INNOVATE:** To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.