



POST IDENTIFICATION

Title: Project Assistant
Duty station: UNODC, Brasília
Supervisor: Cintia Freitas
Salary: R\$ 4.500,00

ORGANIZATIONAL SETTING:

The Project Assistant will work at the UNODC Regional Office in Brazil, under the direct supervision of the Programme Coordinator and monitoring of the Anti-trafficking Unit in Headquarters.

DUTIES AND RESPONSIBILITIES:

The incumbent will be responsible for assisting in TIP - Trafficking in Persons Projects' management and implementation by undertaking the following tasks:

- Assure the implementation of the Project work plan, including recruitment, training courses, seminars, workshops and meetings;
- Monitor and control the Project expenditures/budget, and anticipate revisions if necessary;
- Follow-up the Projects financial implementation;
- Carry out all project-related activities, including the organization of events, training courses, seminars, meetings, national workshops, etc, ensuring consistency in the application of regulations and procedures;
- Make administrative arrangements for project delivery.
- Analyze and apply UN and National Execution rules in regard to the implementation of the projects;
- Prepare progress and delivery reports on a regular basis;
- Prepare papers and reports by collecting necessary background and reference material;
- Identify consultancy needs, write terms of reference for the proposed consultancies and assist in the identification, selection and recruitment steps;
- Consolidate documents and reports by assembling articles, papers and communications released by UNODC or consultants, including background material, training courses and meetings, briefing notes, working papers etc.;
- Draft and edit internal and external correspondences, as required;
- Give support and facilitate technical and evaluation missions in the antihuman trafficking field, by preparing agendas and making travel arrangements;
- Participate in technical missions, as needed;
- Guide instructors, resource persons, consultants, etc. in their preparation for participation in project activities;
- Support and assist UNODC projects associated to the thematic area of TIP in Brazil and South Cone, as needed;
- Perform other duties as required for the position.

COMPETENCIES AND SKILLS:

- Advanced university degree in project management, international development, international affairs, or related fields.
- Experience in managing projects; including programme management background.
- Minimum of five years experience dealing with international technical cooperation projects will be an asset.
- Training courses in related fields will be an asset.
- UN work experience will be a strong asset.
- Good interpersonal and communication skills are prerequisites.
- Fluency in written and spoken English; a working knowledge of Spanish is an asset.

HOW TO APPLY:

- Interested candidates should send the UN P11 form, which can be found at <http://www.unhcr.org/recruit/p11new.doc> AND presentation letter. Only CVs letters in English will be accepted.
- The deadline for submission is 24 October 2008.
- All submissions should be sent to the following e-mail: unodc.brasil@unodc.org indicating as e-mail subject: "Selection Process UNODC – Project Assistant TIP"