



VACANTE

21 de enero de 2019

Convocatoria: **UNFPA México 007- 2019**

Título: Asistente Administrativo/ Spotlight Initiative

Términos de Referencia: Adjuntos

Duración del contrato: Del 18 de febrero¹ de 2019 al 18 de febrero de 2020².

Las personas interesadas deberán enviar una carta de intención dirigida al Sr. Arie Hoekman, Representante del UNFPA, señalando cómo su experiencia se adecua al perfil solicitado. Deberán anexar, además:

- *Curriculum Vitae* y el formulario P11 (adjunto) debidamente completado y firmado.

Los documentos deberán ser enviados al correo electrónico buzon.oficial@unfpa.org.mx con copia a cardoso@unfpa.org , indicando el número y título de la vacante.

Fecha límite para la recepción de solicitudes: 4 de febrero de 2019 a las 17:30 horas.

- *Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección.*
- *El UNFPA no solicita ni indaga información sobre el estado de cualquier candidata/o con respecto al VIH o el sida, Asimismo, en ningún caso ejerce discriminación sobre la base del estatus de cada persona con respecto al VIH o el sida.*
- *Debido al gran número de solicitudes esperadas, UNFPA sólo se pondrá en contacto con las/los solicitantes que haya sido preseleccionadas/os para entrevista.*
- *El UNFPA está comprometido con la diversidad laboral en términos de género, nacionalidad y cultura. Todas las personas que cumplan con el perfil profesional solicitado, independientemente de su género, son alentadas a participar.*

¹ La fecha de inicio del contrato podrá variar dependiendo de la disponibilidad de la persona seleccionada. Sin embargo, se espera poder iniciar actividades en la fecha mencionada.

² El contrato puede extenderse más allá de esta fecha, según la evaluación de desempeño y la disponibilidad de fondos.

TERMS OF REFERENCE

Administrative Assistant/ Spotlight Initiative	
Organizational Location:	<p>Under the supervision of the Project Coordinator and in close cooperation with the Project Associate, the Administrative Assistant supports the Spotlight Initiative Operations by performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality and results-oriented approach.</p> <p>The Administrative Assistant will be based in the UNFPA Country Office located in Mexico City and will work in close collaboration with the UNFPA Operations team and administrative staff supporting other programmes and projects to ensure synergies and consistent high-quality service delivery.</p>
Background and Justification:	<p>Violence against women and girls (VAWG) is a pandemic whose most extreme manifestation in Mexico resulted in the murder of 2,746 women in 2016, an estimate of 7.5 women per day. VAWG is one of the most devastating, persistent, embedded, and unfortunately tolerated forms of human rights violation in the world. This violence is both a cause and consequence of gender inequality and discrimination. The different forms of VAWG are part of a continuum exercised against them on a regular and systematic basis at all levels of their lives, which is rooted in the sexist cultural models. It is also exacerbated, as well, by economic inequality, discriminatory regulations, organized crime, enforced disappearance and a deficient access to justice which prevents impunity. The ultimate form of this kind of violence is femicide.</p> <p>According to the National Survey on Dynamics of Household Relationships (ENDIREH, 2016), in Mexico, 66.1% of women, aged 15 or above have suffered from violence at some point in their lives; 60% of adolescents (between 15 and 17) have experienced at least one episode of violence in their life. Additionally, a considerable proportion of the victims of citizen insecurity and violence in the country are women and girls, since disappearances, trafficking in persons for sexual exploitation and sexual violence affect them disproportionately compared to their male counterparts.</p> <p>On September 27, 2018, the UN and the European Union, in a global alliance, launched the Spotlight Initiative to Eliminate Violence against Women and Girls. This alliance promotes the assumption of political commitments at the highest level and contributes to the achievement of the Sustainable Development Goals (SDG) and, in particular, to Objective 5 on gender equality. The Spotlight Initiative will make specific investments on a large scale in Asia, Africa, Latin America, the Pacific and the Caribbean, and focuses on all forms of violence against women and girls that exist and potentiates gender inequality, with a special focus on attention to domestic violence; sexual and gender-based violence; harmful traditional practices; trafficking in persons and sexual and economic (labor) exploitation.</p> <p>In Mexico, the Spotlight Initiative seeks to address the problem of femicide in a holistic way. For this, the Country Programme (CP) has six pillars and places special emphasis on strengthening prevention strategies that reduce risk</p>

	<p>margins, modify patriarchal social structures, strengthen equality between men and women, and reduce impunity.</p> <p>To achieve an adequate and sustainable transformation in the reduction of femicidal violence, the Spotlight Initiative seeks: (a) the existence and application of non-discriminatory laws and appropriate sanctions, which are monitored and evaluated by (b) institutions with trained personnel and mechanisms for functional coordination with other institutions, together with (c) other decision makers who change stereotypes and gender roles, and who effectively prevent violence, through (d) quality services and (e) quality public information , together with (f) an autonomous and professional civil society.</p> <p>The CP will be implemented according to six results areas:</p> <ul style="list-style-type: none"> • Outcome 1: Legislative and policy frameworks, based on evidence and in accordance with international human rights standards on all forms of VAWG, are in force and are implemented in plans. • Outcome 2: National and subnational systems and institutions plan, fund and offer evidence-based programs that prevent and respond to VAWG, and include other sectors. • Outcome 3: Social standards, mindsets, and behaviors on gender equality change at a community and individual level to prevent VAWG. • Outcome 4: Women and girls experiencing violence use available, accessible, acceptable and quality essential services, including the long-term recovery of violence. • Outcome 5: World-class quality, disaggregated and comparable data on the different forms of VAWG are collected, analyzed and used in accordance with international standards to have an impact on political laws and programs. • Outcome 6: Women's rights groups, autonomous social movements and relevant civil society organizations, including those representing youth and groups that face intersectional forms of discrimination, influence and advance more effectively the elimination of VAWG <p>UNFPA Mexico will be in charge of leading the outcomes 3 and 4, as well as being one of the implementing agencies for outcome 5.</p> <p>The municipalities selected for the implementation of the Spotlight Initiative are: 1. Ciudad Juárez; Chihuahua 2. Chihuahua, Chihuahua. 3. Ecatepec de Morelos, State of Mexico. 4. Naucalpan de Juárez, State of Mexico. 5. Chilpancingo de los Bravo, Guerrero.</p>
<p>Primary Responsibilities/Expected Results:</p>	<p>Provide general administrative and logistical support to the Spotlight initiative in accordance with UNFPA rules, regulations, policies, and strategies</p> <ul style="list-style-type: none"> • Provide administrative, logistical and facilitation support to the day-to-day implementation of the Spotlight Initiative; make logistical arrangements for the prompt and effective implementation of programme activities • Draft minutes of programme-related meetings as required • Arrange travel and hotel reservations, prepare travel authorizations, process requests for visas, identity cards and other documents, as required; • Provide administrative support to conferences, workshops, retreats; • Support in the elaboration of specifications for procurement processes.

	<ul style="list-style-type: none"> • Provide advice to the Project Coordinator and Project Associate based on UNFPA policies and procedures manual. • Maintain filing system ensuring safekeeping of confidential materials. <p>Provide administrative support to team and assets management</p> <ul style="list-style-type: none"> • Prepare and issue contracts • Maintain records on assets management and prepare required reports; • Prepare Request for Quotations, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation. • Ensure timely submission of processes in ERP system according to UNFPA’s expenditure control framework. <p>Provide administrative and logistical support to civil society organizations (CSO), service providers and consultants</p> <ul style="list-style-type: none"> • Provide administrative, drafting and coordination support to preparing communication, contracts, agendas, visas, hotels • Provide administrative support to monitoring visits (Spot Checks) <p>Provide administrative support to the implementation of Human Resources services</p> <ul style="list-style-type: none"> • Prepare and issue contracts • Maintain records of all programme personnel and consultants and their respective status • Create and upload vacancy announcement, compile matrixes, organize interview panels, and other tasks, as assigned; <p>Provide administrative support to knowledge building and knowledge sharing</p> <ul style="list-style-type: none"> • Facilitate trainings for projects partners on administration procedures, to comply with UNFPA rules and regulation. <p>Key Performance indicators:</p> <ul style="list-style-type: none"> • Adherence to UNFPA rules and regulations; • Quality support to conferences and events; • Quality organization of files and reports; • Timely and accurate contract management • Timely support to team.
Duration and time allocation:	12 months, from February 18 th 2019 till February 18 th 2020. The contract may be extended, based on performance evaluation and availability of funds. This is a full time position.
Work relations:	The Administrative Assistant will work under the guidance and direct supervision of the UNFPA Project Coordinator for the Spotlight Initiative.
Job Requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Completion of secondary education is required. • Bachelor’s degree in Social Sciences, Administration or related fields is an asset. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least 3 years of progressively responsible experience in administration, procurement, HR, or logistic support service.

	<ul style="list-style-type: none"> • Experience in the usage of computers and office software packages (MS Word, Excel, etc.). • Experience in the use of ERP systems ATLAS is an asset. <p>Core Values:</p> <ul style="list-style-type: none"> • Respect for Diversity • Integrity • Professionalism <p>Core Competencies:</p> <ul style="list-style-type: none"> • Awareness and Sensitivity Regarding Gender Issues • Accountability • Creative Problem Solving • Effective Communication • Inclusive Collaboration • Stakeholder Engagement • Leading by Example <p>Functional Competencies</p> <ul style="list-style-type: none"> • Ability to administer administrative processes and transactions; • Ability to perform work of confidential nature and handle a large volume of work; • Good knowledge of administrative rules and regulations; • Good IT and web based management skills. <p>Languages:</p> <ul style="list-style-type: none"> • Working knowledge of English and Spanish is required, both oral and in writing.
Level	SB2 According to the current United Nations System salary scales for service contracts.
Other information:	PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF MEXICO OR FOREIGNERS WITH VALID WORKING VISA