



**World Food Programme** | **Programa Mundial de Alimentos**

## Translator Voluntary Assistant

Are you passionate about translation? Are you interested in international organizations and humanitarian work? Do you think that volunteer services are an important aspect of the personal and professional life?

If yes, this opportunity is for you.

At WFP Centre of Excellence, we are looking for talented students or recent graduates to support us as a Translator Voluntary Assistant in Brasilia, Brazil. You will be involved in the translation of social protection and school feeding technical documents from Portuguese to Spanish and from Spanish to Portuguese and will give support to all translation related tasks to the programme unit's work. The opportunity will be for part-time voluntary work at the Brasília office, with possibility of flexible hours to be agreed between the volunteer and the programme unit.

### About us

The WFP Centre of Excellence against Hunger is a global forum for policy dialogue and South-South learning in school feeding, nutrition and food security programmes. The Centre of Excellence is a result of a partnership between WFP and the Brazilian government and was created in 2011 to support governments in Africa, Asia and Latin American in developing sustainable solutions against hunger. We provide policy and programme advice, technical assistance, learning opportunities and brings southern nations together to help them develop their own solutions to achieve the Sustainable Development Goal 2 – Zero Hunger. For more information, visit <http://www.centrodeexcelencia.org.br>.

WFP is the largest humanitarian agency fighting hunger worldwide. Our mission is to help the world achieve Zero Hunger in our lifetimes. Every single day, we work worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need. For more information please go to <http://www1.wfp.org/>.

### Responsibilities and tasks

As a Translator Voluntary Assistant, you will be working with the Programme Unit team, under the supervision of the the Programme Officer. You will be expected to get knowledge



and experience working with the activities related to translation, and will be responsible for:

- Translating technical documents from Portuguese to Spanish and from Spanish to Portuguese;
- Keeping an updated status of all your tasks and report on translation processes progress;
- Assisting in the compilation of the organization's glossary of terms;
- Performing other related duties as required.

### **Standard minimum qualifications**

**Education:** You must be enrolled in the final semesters of a graduate or post-graduate programme from a recognized university in the area of Languages, Translation. Fresh graduates are also encouraged to apply.

**Skills:** Ability to work with a deadline, good communication skills, good time management.

**Languages:** Fluency in spoken and written Portuguese and Spanish.

### **Desired experience**

Previous working experience with translation of technical documents will be an asset, but not mandatory.

### **Definition and principles**

WFP volunteers are individuals who donate their services to the Programme. They have no relationship to the United Nations Volunteers Programme (UNV), nor to the WFP Intern Programme. The objective of this opportunity is the exchange of experiences between the volunteer and the Centre during a short time work that will contribute to the design of an online knowledge platform on school feeding and food security.

There is no compensation for such volunteer services, however the Programme provides:

- Insurance under the MCS scheme for service-incurred accident/illness/death;
- Coverage under the WFP war risks/malicious acts policy;
- Certificate of completion of work, including workload and performed activities.

The Centre of Excellence will also include the name and contact of volunteer in the final documents translated and provide a certificate based on the support provided.



## How to apply?

**Step 1** - Go to: <http://www1.wfp.org/careers/job-openings> - Register and create your CV.

**Step 2** – Click on - [Translator Voluntary Assistant Spanish](#) - Apply to submit your application.

**NOTE:** You must complete Step 1 and 2 for your application to be considered.

In the application form, ensure filling the mandatory sections, attaching your CV, answering the pre-screening questions and agreeing on the legal statement before submitting your application.

Selection of volunteers is made on a competitive basis on account of potential and performance. All applicants will undergo a process which includes screening against job requirements, a technical test, and a panel interview.

Candidates must be Brazilian nationals or must have permission to work in the country.

## Talented women are encouraged to apply

We look for applicants with the highest integrity and professionalism who share our humanitarian values. We commit to promote diversity, gender parity and equality between men and women.

WFP strives to build a work environment that is safe and respectful, and free of sexual harassment and abuse of authority. We believe in open communication, and every individual at WFP is treated with respect regardless of gender, age, ethnicity, religious and political beliefs, etc.

**Application deadline:** 10 May, 2019

**Desirable starting date:** 1 June 2019

**Duration of the contract:** Three months

*WFP Volunteers are not considered as being a staff member of WFP.*

*The volunteers programme carries no expectation of renewal or of conversion to any type of contract or appointment in any activity of WFP.*