

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

Translator and Administrative Assistant

Location: Brasília, Brazil

Type of Contract: Service Contract

Duration of Contract: 12 months

Level: SB-2/3

Are you passionate about translation? Do you thrive with administrative and organizational tasks? Are you interested in international organizations and humanitarian work? If yes, this opportunity is for you.

At WFP Centre of Excellence, we are looking for a talented undergraduate to support us as a Translation and Administrative Assistant in Brasilia, Brazil. You will be involved in the translation and fool-proofing of social protection and school feeding technical documents from Portuguese to English and from English to Portuguese as well as giving administrative support to the Programme unit's activities.

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 Translation and Administrative Assistant, you will be working with the Programme Unit team, under the general supervision of the Head of Programme and reports directly to the Programme Assistant.

Accountabilities

Within delegated authority, you will be responsible for the following duties:

- Translate technical documents from Portuguese to English and from English to Portuguese;
- Proofreading of technical documents and texts in Portuguese and English;
- Translate news and stories to be published on the Centre's website and newsletters;
- Keeping an updated status of all tasks and report to the Head of Programme on translation processes progress;
- Assist the Communications Unit with the management of distribution lists and other administrative tasks upon request and authorization of the Programme Assistant;



- Performing other translation duties for the office upon request and authorization of the Programme Assistant;
- Support the Programme team in the development of its activities in general;
- Perform other related administrative duties as required by the Programme Assistant.

Standard minimum qualifications

Education: You must have a University degree from a recognized university in the area of Languages, Translation.

Knowledge and Skills: Experience utilizing computers, including word processing and spreadsheets. Ability to work with a deadline, good communication skills, good time management.

Languages: Fluency in spoken and written Portuguese and English.

Desired experience: At least one year of progressively professional work experience in translation and proofreading of documents and text and administrative support for programme areas in an international organization, government or NGO.

Application Procedures

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

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

NOTE: You must complete Step 1 and 2 in order for your application to be considered for this vacancy.

The candidate must have Brazilian Nationality or be legally authorized to work in the country.

WFP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

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.