

**World Food Programme****Programme Alimentaire Mondial****Programa Mundial de Alimentos****برنامج الأغذية العالمي**

Assistant Project Officer

Location: Brasília, Brazil

Application Deadline: 28 February, 2021

Type of Contract: Service Contract (SC)

Duration of initial contract: 12 months

Post Level: SB-4/1

Background

The WFP Centre of Excellence was established in 2011 as an innovative partnership between the World Food Programme (WFP) and the Brazilian government to facilitate South-South and Triangular cooperation on solutions to advance food and nutrition security. The WFP Centre promotes capacity development in the design and implementation of nationally-owned food security programmes, with a focus on school feeding, nutrition, smallholder farming and social protection. The technical assistance provided by the WFP Centre of Excellence is request-driven and tailored for each country. The WFP Centre of Excellence offers a multi-dimensional approach that promotes cooperation among different sectors to advance food and nutrition security and achieve the Sustainable Development Goal (SDG) 2 of Zero Hunger.

The Assistant Project Officer will be hired to work specifically, but not exclusively, on the *South-South Cooperation Project to Fight the Double Burden of Malnutrition in Schoolchildren*. The project foresees the collaboration of the three institutions, and others that will be defined along the journey, in the production of evidence and exchange of successful experiences between Brazil and other countries that also face the problem. The Assistant Project Officer will also be responsible for managing activities on the project “Alternatives for the distribution of by-products of cotton and combined crops in Africa”.

Under the general supervision of the Director, the Assistant Project Officer reports to the Project Coordinator.

Duties and Responsibilities

Accountabilities: Within delegated authority, the Assistant Project Officer will be responsible for the following duties:

- Support the Project Coordinator on review project components.
- Develop Project Resource Profiles and Timelines.
- Identifying needs, prepare and participate in project activities such as missions, meetings, seminars, trainings and other events related to the project;



- Work with national and regional counterparts to build cooperative relationships;
- Elaborate the terms of reference, following up all steps related to hiring specialists as required by Project Coordinator;
- Make information available for country briefs, country projects, and other related purposes identifying possibilities and challenges;
- Under Project Coordinator supervision, coordinate administrative activities in project implementation including procurement, financial report, translation, monitoring, travel, and recruitment;
- Provide feedback to the Project Coordinator on project strategies and activities;
- Identify translation services requirements and assist on punctual translation/interpretation and proofreading tasks during the elaboration of reports, general documents and/or in events, meetings and missions.

Expected Results:

Timely and well prepared work done under general supervision. Get involved, stay current, generate ideas and use own description to take actions to address unforeseen situations seeking advice from and/or report to superior as applicable.

Skills:

Ability to maintain high-level conversations, spell and write correctly in Portuguese and English. Ability to maintain precise records and to interpret and analyse a variety of data and resolve discrepancies. Ability to work accurately and systematically and to mediate and resolve issues with national and international counterparts. Ability to work independently and to organize and assist the work of others. Ability to cope with situations which may threaten health or safety; willingness to travel for extended periods of time. Courtesy, tact, persuasiveness and the ability to work harmoniously with people from different national and cultural backgrounds.

Qualifications:

Education: First level university degree in any area of expertise.

Experience:

- At least 3 years of professional experience in Rural Development Project, including at least one of the following topics: South-South Triangular Cooperation, capacity development, school feeding programmes, food security and/or social protection.
- Experience in project preparation, design, management, monitoring, evaluation and reporting. Experience in providing assistance to Senior Management at the national and/or international level;
- Previous experience within the UN System will be highly valued;
- Broad and up-to-date knowledge of rural development or nutrition or cotton and food production is an advantage.
- Experience with translation of documents and proofreading in Portuguese and English is desirable.

Knowledge: Experience utilizing computers, including word processing and spreadsheets. General knowledge of UN system policies, rules, regulations and procedures will be considered an asset.

Languages:

Proficiency in both oral and written communication in Portuguese and English is mandatory. Working knowledge of French is an asset.

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

Functional Capabilities

Capability Name	Description of the behaviour expected for the proficiency level
Programme Lifecycle & Food Assistance	Good practices of programme design, implementation and monitoring.
Knowledge of Specialized Areas	Understands basic technical concepts and data and their relevance to specific programmes.
Emergency Programming	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
Strategic Policy Engagement w/Govt	Understands and applies basic principles of engagement with government counterparts at the national or local level.



Application Procedures

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

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

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

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.

All applications will be treated with the strictest confidence. Due to the volume of applications received, receipt of applications cannot be acknowledged individually.