

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

Communications Assistant

Location: Brasília, Brazil

Application Deadline: February 06th, 2022

Type of Contract: Service Contract (SC)

Duration: 12 months (renewable)

Post Level: SB3/1

Background

Are you interested in international organizations and humanitarian work? Do you have some experience with digital communications and social media? Do you want to know how can you contribute to achieve Zero Hunger by 2030?

The World Food Programme (WFP), the 2020 Nobel Peace Prize laureate, is the United Nations agency that leads the global fight against hunger and its main mandate is to provide emergency assistance and develop sustainable solutions to combat hunger and poverty in the countries with the highest rates of poverty and food insecurity in the world. Its presence in Brazil takes place through the Centre of Excellence against Hunger, which is the result of a partnership signed between the WFP and the Brazilian government in 2011.

The mission of the Centre of Excellence is to support countries in the creation and implementation of sustainable solutions against hunger, also acting as a global forum for political dialogue and learning about school feeding, nutrition and activities related to food security.

The purpose of the Communications Assistant's position is to assist with general administrative and specialised communications processes that support the creation of communications content and the delivery of communications services aimed at maintaining and enhancing WFP's visibility and reputation and supporting fundraising activities.

The Communications Assistant reports to the Communications Officer.

Duties and Responsibilities

Accountabilities: Within delegated authority, the Communications Assistant will undertake the following duties:

- Prepare content for use on online and offline channels, social media platforms and networks, and printed materials, to enhance coverage and support of WFP's activities, ensuring consistency with corporate messages;
- As required, translate social media assets, press releases, opinion editorials and other public documents;
- Update the Centre of Excellence's website;
- Produce content, maintain a social media calendar and update the Centre of Excellence's social media profiles;
- Create monthly social media and website reports;
- Produce graphic materials for the Centre of Excellence's social media;
- Produce and edit photographic/video material;



- Assist in the planning and execution of Centre of Excellence’s communications campaigns;
- Assist in the production of the Centre of Excellence’s weekly newsletter;
- As required, assist in handling media queries and other external requests;
- Work on WFP media/advocacy campaigns, including WFP ambassadors;
- Assist in the organization of media/donor visits to WFP operations;
- Manage updates and further develop internal records and databases, ensuring information is accurate, organized and available for others to access;
- Monitor traditional and social media, and report relevant information to inform the development and or evaluation of communications activities and strategies;
- Maintain relationships with internal and external stakeholders, in order to provide an aligned, coherent service, and to identify opportunities to collaborate/integrate processes and activities;
- Produce reports on WFP communications activities as required;
- Perform administrative activities, including procurement, related to communications;
- Perform other related duties as required.

Minimum qualifications:

Education:

University degree in Communications, Journalism, Public Relations, Marketing, Design or other related functional areas. Advanced studies in related areas is an advantage.

Experience:

At least two years of progressively responsible experience in the field of communications. Experience in video editing and graphic design will be an asset.

Knowledge:

Experience utilizing content management systems for websites, preferably Wordpress. Experience utilizing the Adobe package, including Adobe Photoshop, InDesign, Illustrator and Premiere.

Language:

Fluency in both oral and written communication in English and Portuguese. Fluency in Spanish will be an asset.

Functional Capabilities

Capability Name	Description of the behaviour expected for the proficiency level
Media and Influencer Relationship Management	Demonstrates ability to respond to and/or escalate needs of media and influencers within own scope of responsibility to raise the profile of WFP, build relationships and further organisational aims.
Media and Communication Expertise	Collates accurate and timely information presented in required format (i.e. written or visual materials) as well as verbally, to enable information flows and informed decision making on communications issues.

Specialised Knowledge in Communications	Exhibits specialised technical knowledge of communications channels processes, tools and techniques. In immediate area of responsibility, provides support in developing written, visual, audio and multi-media content for communications materials and suggestions for improved communications processes.
Sociopolitical Contextual Understanding	Shows awareness of the multilateral/interagency environment and the dynamics in which WFP operates which informs approach to daily tasks.
Communication Strategy and Planning	Demonstrates sound understanding of WFP communications strategy and effectively implements tailored media and communications plans which support the delivery of the strategy.

Application Procedures

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

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

Step 3 – Attach a **CV** and **Cover Letter** that includes a **link to your portfolio**. Please make sure to add a variety of materials, including stories you have written and any visual materials you have created (videos, cards, social media posts, etc).

NOTE: You must complete Steps 1, 2 and 3 for your application to be considered. In the application form, ensure filling the mandatory sections, attaching your **CV and Cover Letter with a link to your portfolio**, answering the prescreening questions and agreeing on the legal statement before submitting your application.

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

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. Only short-listed applicants will be contacted.