

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

Business Support Assistant

Location: Brasilia, Brazil

Type of Contract: Special Service Agreement (SSA)

Duration of Contract: 03 months

Number of positions: 01

Application deadline: 29/01/2023, 23:59 (Rome time)

About the World Food Programme

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 <https://www1.wfp.org/>.

About the Centre of Excellence against Hunger

WFP Centre of Excellence against Hunger in Brazil is a global hub for South-South Cooperation and capacity development in the areas of school feeding, food security and nutrition. It is an innovation that seeks to respond government and private sector demands for technical support to strengthen their national capacities and knowledge on sustainable school feeding and other food security programme and to support them in the design and implementation of these programmes. For more information, visit <https://centrodeexcelencia.org.br/en/>.

Organizational context

Based in the WFP Centre of Excellence against Hunger in Brazil, the Business Support Assistant will report to the Head of Operations, while closing coordinating with the responsible staff from each subarea in the Unit.

Job purpose

To deliver standard business support processes for the Operations Unit, to facilitate effective service delivery related to Administration, Procurement, Travel and Human Resources.

Accountabilities

Within delegated authority, the Business Support Assistant will be responsible for the following duties:

1. Gather information with clear direction to support on the relevant documentation and proper guidance on WFP Policies to other staff.
2. Respond to queries and escalate where appropriate, in order to provide a timely and accurate service to clients.
3. Support processing and managing routine administrative and financial tasks in various functional areas, to contribute to the effective and timely management of resources.
4. Take responsibility for the maintenance of set standard systems and files, to ensure information is accurate and readily available for the function.



5. Identify simple discrepancies in statistics and data, such as missing information, and report to senior staff in order to support clients to deliver their work.
6. Take responsibility for data integrity to facilitate availability of accurate information in corporate systems.
7. Provide guidance on routine business support methods and practices to ensure services are delivered consistently and to the required standards.
8. Work with a variety of individuals, taking on feedback where appropriate to assist in business support delivery for staff.
9. Perform other related duties as required.

Qualifications and experience

Education: University degree in Administration or related areas.

Experience: Four or more years of progressively responsible work experience in business support, with experience in general administrative work within the UN System. General knowledge of WFP system policies, rules, regulations, and procedures governing administration is an advantage.

Language: Fluency in written and oral communication in English and Portuguese.

Knowledge & Skills:

- Proficient in the use of office equipment and computer software packages, such as Microsoft Word.
- Knowledge of work routines and methods in order to complete processes under minimal supervision.
- Uses tact and courtesy to give and receive information to a wide range of individuals.
- Ability to identify data discrepancies and rectify problems requiring attention.
- Ability to offer guidance or basic on-the-job training to other staff.

Remuneration package:

For this position, the incumbent is entitled to a gross monthly salary of BRL 6,958.11. WFP offers a death and disability plan to the employee and a co-participative health insurance plan to the employee and dependents (spouse and children).

Application Procedures

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

Step 2 – Click on - [Business Support Assistant](#) - and 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.

Our recruitment process






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

Who we are looking for

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.

Individuals from minority groups, refugees, indigenous groups, and persons with disabilities are strongly encouraged to apply.

Common standards and expected behaviors

 <p>Leads by Example with Integrity</p> <p>Lives the WFP values and shows humanity and integrity by role modelling care for others</p> <p>Upholds WFP values, principles & standards</p> <p>Respects others and values diversity</p> <p>Stays focused and calm under pressure</p> <p>Demonstrates humility and willingness to learn</p>	 <p>Drives Results and Delivers on Commitments</p> <p>Delivers on commitments and adapts readily to change</p> <p>Delivers results for maximum impact</p> <p>Delegates appropriately</p> <p>Adapts readily to change</p>	 <p>Fosters Inclusive and Collaborative Teamwork</p> <p>Is inclusive and collaborative, and contributes to a culture of learning and personal growth</p> <p>Is inclusive and collaborative</p> <p>Gives timely and constructive feedback</p> <p>Builds and shares new perspectives</p>	 <p>Applies Strategic Thinking</p> <p>Demonstrates commitment to gather perspectives, analyse options and risks, and propose new ways of doing things</p> <p>Communicates and fulfils WFP's vision</p> <p>Embraces curiosity and new ways of doing things</p> <p>Analyses and evaluates data</p> <p>Considers the impact of decisions</p>	 <p>Builds & Maintains Sustainable Partnerships</p> <p>Builds and nurtures external partnerships and collaborates with partners to deliver common objectives</p> <p>Builds partnerships</p> <p>Collaborates to deliver common objectives</p>
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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.