



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

Travel Administrative Assistant (Temporary position)

Location: Brasilia, Brazil

Type of Contract: Special Services Agreement (SSA)

Duration of Contract: 03 months

Number of positions: 01

Application deadline: 11/07/2023, 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

WFP and IDB are organizing, from 29 to 31 august 2023, in Brasilia, the high level regional event "The power of multi-sector approaches for human capital development". The event will offer a platform to strengthen partnerships between key actors, including Ministers of Education, Social Development and Finance or Planning, to share the latest evidence and to exchange programmatic learnings to better contribute to human and social capital development in the region.

It will also feature the launch of two key regional evidence pieces developed by WFP with partners to inform multi-sectoral policy dialogue: a regional study on "Social Protection Pathways to Nutrition in LAC" and the "State of School Meals in LAC". The event will provide spaces to further governments' technical capacities and political and financial commitments to improve the quality and coverage of school meal programs and to better determine how social protection can link to food security and nutrition outcomes.

This initiative will build on the momentum created by the IX School Feeding Forum for Latin America and the Caribbean hosted in Barranquilla, Colombia in April 2022 and the Transforming Education Summit hosted in New York, USA in September 2022. It is also expected to feed into the Global School Meal Coalition meeting, to be held in October 2023 in Paris.

Based in WFP Brazil, the Travel Adm. Assistant will support all related travel and administrative tasks for the event "The power of multi-sector approaches for human capital development". He/She



will report to the Head of Programme, while working in close collaboration with the Travel Consultant.

Accountabilities

Within delegated authority, the Travel Adm. Assistant will be responsible for the following duties:

- Keep track of the participant's itineraries and provide precise, timely and complete information for the necessary logistics arrangements.
- Support all the steps of the travel and administrative business processes by providing quotations, assisting with visa issuances and travel documents, monitoring approved security clearances and liaising with other units and partners institutions;
- Support the logistic organization of the event;
- Monitor, update and track expenses of the tickets and prepare budget reports;
- Work closely with Operational Unit to get acquainted and follow the procedures in compliance with Organization's rules and regulations;
- Participate in meetings prior to the event;
- Perform other related duties as required.

Qualifications and experience

Education: Completion of secondary school education.

Experience: At least 01 year of experience in general administrative work and travel tasks and with logistical support to missions and events. Experience with governments will be an asset. Working experience in a UN environment will be an advantage.

Language: Fluency in both oral and written communication in Portuguese and English. French and/or Spanish working knowledge will be considered an advantage.

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.

Remuneration: For this position, the incumbent is entitled to a gross monthly salary of **BRL 3,413.25**. WFP offers a death and disability plan 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 - [Travel Adm 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.

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.