



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

Programme Assistant - Nutrition

Location: Brasilia, Brazil

Type of Contract: Service Contract (SC)

Duration of Contract: 12 months

Number of positions: 01

Application deadline: 03/10/2023, 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://www.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/>.

The partnership between Brazil and WFP

WFP and the National Fund for Educational Development (FNDE) are longstanding partners in promoting school meals programmes worldwide and documenting the achievements of the Brazilian National School Feeding Programme (PNAE) as a fundamental policy in promoting health, education and food security in Brazil. Over 40 countries received technical assistance from this partnership for the past decade, a representative contribution to the expansion of healthy school meals worldwide.

Organizational context



Based in the WFP Centre of Excellence against Hunger in Brazil, the Programme Assistant will report to the Head of Programme, while working in close collaboration with the PNAE School Meals Coordination.

Job purpose

To support implementation of joint activities from the yearly work plan under the WFP Brazil and FNDE partnership.

Accountabilities

As a Programme Assistant, you will be working under the overall supervisor of the Head of Programme, and will be responsible for:

- Support the WFP Centre Programme Unit on the implementation of activities within the yearly work plan with FNDE;
- Liaise with the National Fund for the Development of Education (FNDE) and support joint activities;
- Prepare technical documents to support implementations of activities under the yearly work plan;
- Support WFP Center of Excellence and the FNDE in the analysis of technical documents in English;
- Perform other duties, as required.

Qualifications and Experience

Education: University degree in the following areas: Nutrition, International Relations, Development Studies or other related areas. Advanced studies in public policy or public management is an advantage.

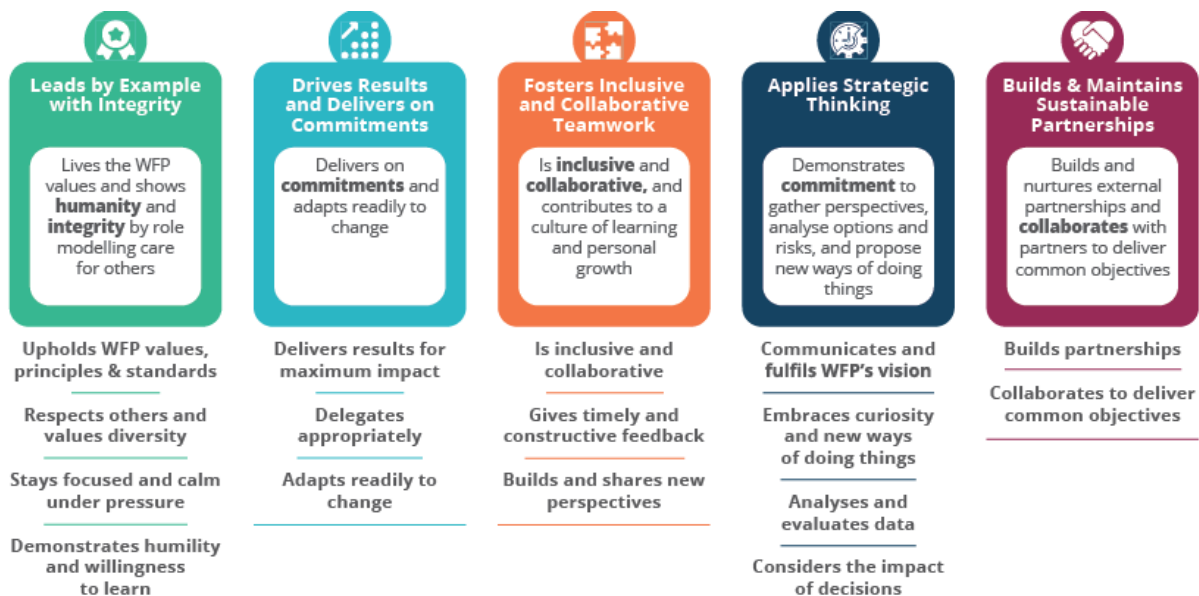
Experience: At least 3 years of proven experience in one of the following areas of expertise: Nutrition, the Brazilian National School Feeding Program (PNAE) or other public policies for Food and Nutrition Security in Brazil.

Language: Fluency in both oral and written communication in English and Portuguese are required. Working knowledge of French and/or Spanish is 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.

Common standards and expected behaviors



Application Procedures

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

Step 2 – Click on - [Programme Assistant Nutrition](#) - 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.

Women, individuals from minority 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.