



Vacancy Announcement

Title: Business Support Assistant (Assistant to the Director)

Contract Type: SC

Level: SB-3/5

Deadline for application: 15 October, 2023

Duty station: Brasilia, Brazil

Duration: 06 months (with the possibility of extension)

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Background

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. Finding long-term and sustainable solutions to chronic hunger is also a part of the WFP mandate. The WFP Centre of Excellence against Hunger located in Brazil was launched in November 2011 and has been created as international centre of excellence. The Centre is a partnership between WFP and the Brazilian government, and its aim is to promote south to south cooperation, and provide support to governments in Africa, Asia and Latin America in capacity development in the areas of School Feeding, Nutrition and Food Security.

The Centre is an innovation that seeks to respond government demands for technical support to strengthen their national capacities and knowledge on sustainable school feeding and to support them in the design and management of healthy and sustainable national school feeding and other hunger programmes.

The Centre is looking for a highly motivated proactive person to act as Business Support Assistant/ Assistant to the Director. Potentially an interesting position for a dynamic professional with good writing and networking skills, outstanding administrative abilities, strong education background, exceptional language skills in Portuguese and English to assist the Director and the Centre of Excellence's team.

Supervision: Under the direct supervision of the Centre's Director, the Assistant will also work closely with the Human Resources Unit and the Administrative Unit.

Accountabilities: The Business Support Assistant will be responsible for the following duties:

- Manage the Director's calendar, meeting schedule/appointments and travel plans.
- Arrange meetings/appointments on behalf of the Director.
- Liaise with the Director about relevant events and meetings, brief him/her on matters to be considered prior to it.
- Prepare briefing materials and agendas for the Director for use on official trips or special meetings and convene the weekly staff meetings, including preparing meeting notes.
- Liaise with internal and external partners and donors to support in the development and strengthening of relations, by assisting the Director and office staff.

WFP Centre of Excellence against Hunger / PMA Centro de Excelência Contra a Fome

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<http://www.wfp.org/centre-of-excellence-hunger>



- Make presentations and participate in meetings on behalf of the Director, whenever requested, including meetings to introduce the Centre or to maintain partners updated about office's activities.
- Conduct tasks associated with travel arrangements, such as processing travel requests, issuing tickets, making reservations, visa processing and managing security clearance procedures for the Director's official trips. Additionally, if needed, provide assistance to WFP staff traveling on behalf of WFP and ensure adherence to institutional guidelines.
- Support the organization and participate in meetings, conventions, missions, events, and seminars, both virtually and on-site, and provide broad administrative and logistical support to office members and to the Director in these activities.
- Support the coordination and implementation of projects and joint actions as needed. This includes drafting and sending communications, as well as proofreading and translating documentation if required.
- Ensure diligent follow-up and provide comprehensive assistance with various administrative matters, including proficient handling within ERP/SAP systems.
- Compile necessary documentation and initiate the submission of requests for new vendor creation, subsequently monitoring and ensuring the progression of these processes.
- Manages meeting rooms calendar and schedule appointments as appropriate.
- Set up, classify and maintain HR electronic and physical files ensuring all documentation is complete and updated in their respective folders.
- Draft routine correspondence and initiate process for the preparation of all staff support documentation (visas, identification cards, UN Laissez Passer, etc.); organize relevant customs, immigration and UN documentation process, as required.
- Check and revise attendance registers, leave requests, social security and other personal forms to support HR in the preparation of the staff payroll.
- Provide information and organize introductory meetings to new staff, based on a comprehensive onboarding presentation.
- Assist all phases of selective processes in the office, including assessments and interviews.
- Perform other duties as required.

Minimum qualifications:

Education:

University degree in Business Administration, Executive Secretariat, Communications or other related area is a requirement. Post graduate studies in the related areas are an advantage.

Experience:

At least two years of progressively responsible executive assistant and/or general administrative work in international organizations, private corporations and/or government are requested. Experience with travel services and administration of human resources processes will be an asset.



Knowledge:

- Knowledge of standardised business support work routines and methods.
- Experience in the usage of office equipment and office software packages, including Word, Excel, Power Point, Teams, and Share Point.
- Experience in handling of web-based management systems.
- Experience with web-based applications for meetings and conferencing such as Teams, Zoom, and others.
- Ability to maintain confidentiality.
- General knowledge of UN system policies, rules, regulations and procedures is an asset.

Language:

Fluency in both oral and written communication in English and Portuguese is a requirement. Working knowledge in French and/or Spanish will be an asset.

Functional Capabilities:

Capability Name	Description of the behaviour expected for the proficiency level
Business Support Services & Reporting	Demonstrates ability to collect and summarise data to enable supervisor(s) to efficiently make informed decisions, and to respond to and/or escalate needs of the clients.
Resource Management for Administration	Demonstrates ability to track and compile reports on resource usage on project-level basis.
Specialised Knowledge in Administrative Services	Demonstrates a basic understanding of administration best practice techniques within own area and a basic understanding of WFP standards, processes and infrastructure in area of responsibility. Shows an eagerness to develop understanding in the area.
Customer Focus	Understands and follows the established standards and protocols for service excellence within own area to maintain quality of delivery and high levels of customer satisfaction.

Remuneration package:

For this position, the incumbent is entitled to a gross monthly salary of **BRL 7,865.68** and to the social insurance payment (INSS). 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 – [BSA Assistant to the Director](#) - Apply to submit your application.

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

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

WFP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups and persons with disabilities are highly encouraged to apply.