

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

## Communications Assistant – IBSA Project

**Location:** Brasília, Brazil

**Type of Contract:** Service Contract (SC)

**Duration:** 12 months

**Post Level:** SB3/2

**Application deadline:** 25/12/2023, 23:59 (Rome time)

### 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 project “Enhancing Family Farmers’ Access to Local Markets in the Republic of Congo through South-South Cooperation” is the result of a partnership between India, Brazil and South Africa Facility for Poverty and Hunger Alleviation (IBSA Fund), the Government of the Republic of Congo (RoC), and the World Food Programme (WFP). The overall purpose of this initiative is to contribute to improving the food security and nutritional status of family farmers, particularly women, and school children. This goal will be achieved by strengthening the capacity of the Ministry of Agriculture, Livestock and Fisheries of the RoC to support family farmers’ access to local markets, and to continue strengthening the capacity of the Ministry of Pre-school, Primary, Secondary Education and Literacy of RoC in implementing the national Home-Grown School Feeding Programme, supporting its linkage to purchasing of food from local markets.

The purpose of the Communications Assistant’s position is to assist in the execution of visual, digital and other specialized communications products and the delivery of communications services to support visibility efforts within the IBSA project. The position holder may also be asked to perform other duties within the scope of the WFP Centre of Excellence Communications Unit.

The Communications Assistant reports to the Communications Officer.

### Duties and Responsibilities

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

- Produce on-line and off-line graphic materials such as (but not limited to): logos, signatures, publications, manuals, templates, social media cards, bulletins, guides, infographics, banners, folders, notebooks, layout for promotional materials, badges;
- Produce and edit photographic material;
- Produce the graphic design for brochures, reports and other publications;
- Assist in the preparation of written and visual content for use on traditional and social media platforms and networks, and printed materials, to enhance coverage and support of WFP's activities, ensuring consistency with corporate messages;
- As required, propose, script, produce, record, animate and edit videos for social media and other online platforms;
- Assist in the planning and execution of Centre of Excellence's communications campaigns;
- Assist in the production and dissemination of the Centre of Excellence's weekly newsletter;
- Assist in the organization of events;
- 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, Design or other related functional areas. Advanced studies degree in related area is an advantage.

### Experience:

At least two years of progressively responsible experience in the field of graphic and digital design.

### Knowledge:

Experience utilizing the Adobe package, including Adobe Photoshop, InDesign, Illustrator and Premiere. Experience in editing video or animated products is desirable.

### Language:

Fluency in both oral and written communication in English and Portuguese. Working knowledge of French is desirable.

All WFP Employees are expected to demonstrate the competencies and standards of behavior aligned with our core values and defined in the WFP LEADERSHIP FRAMEWORK, namely:

- Leading by example with integrity,
- Driving results and delivering on commitments,
- Fostering inclusive and collaborative teamwork,
- Applying strategic thinking,

- Building and maintaining sustainable partnerships.

## 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.

### Remuneration package:

For this position, the incumbent is entitled to a gross monthly salary of **BRL 5,415.55**. WFP also pays the local social security plan (INSS) and offers a death and disability plan to the employee. The contract includes a co-participative international 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 – [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 graphic design materials and any other 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.