



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

Programme Administrative Assistant

Location: Brasilia, Brazil

Type of Contract: Service Contract (SC)

Level: SB2-3

Duration of Contract: 12 months

Number of positions: 01

Application deadline: 25/12/2023, 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 Programme Administrative Assistant will report to the Head of Programme, while working in close collaboration with the staff from each subarea of the Operations Unit.

Job purpose

To perform standardized policy and programme-related processes and to deliver standard business support processes for the Programme Unit, to facilitate effective service delivery related to Administration, Procurement, Travel and Human Resources.

Accountabilities

Within delegated authority, the Programme Administrative Assistant will be responsible for the following duties:

- Monitor requests of incoming documentation for the Programme Unit;
- Prepare and maintain records relevant to programme planning and development, including shared online files;
- Organize and update the programme's meeting agenda and the events calendar, assist and organize the process of note taking of meetings, as well as schedule and assist with day-to-day calls and meetings;
- Draft outgoing correspondence;

- Supporting capacity development activities, meetings and events by making the logistical arrangements, through engaging with facilitators, service providers and hosts; liaising with budget focal points and over costs and needs; and preparing background materials for activities' participants.
- Run unit's travel processes (providing quotes, assisting with visa requests, internal travel documents, assuring security clearances and coordination with other units and partners institutions), for staff and external travellers, based on the organization's rules and policies;
- Within the segregation of duties requirements, support procurement processes in the programme unit;
- Support the preparation of technical documents such as for briefings, country profiles, publications, cases studies, concept notes, annual reports and others in the scope of School Feeding, South-South Cooperation and Food and Nutrition Security;
- Support the preparation of periodic reports (financial and substantive) to comply with donor's requirements;
- Update and organize the Programme documentation regarding the projects' activities and necessary follow-ups;
- Work closely with the Operational Unit to assure activities' compliance with Organization's rules and regulations;
- Perform other related duties as required.

Qualifications and experience

Education: Bachelor's degree in International Relations, Business, Political Sciences or Public Administration or related field is required, or additional 3 years of relevant experience to the post, beyond the requirement.

Experience: At least 01 year of experience in general administrative work, as well as in basic programmatic tasks. 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.

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

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 package:

For this position, the incumbent is entitled to a gross monthly salary of **BRL 3,766.68** 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).

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.

Application Procedures

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

Step 2 – Click on - [Programme Administrative 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.

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.