

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

## Translator and Administrative Assistant – IBSA Project

**Location:** Brasília, Brazil

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

**Duration:** 12 months

**Post Level:** SB3/1

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

### Background

Are you passionate about translation? Do you thrive with administrative and organizational tasks? Are you interested in international organizations and humanitarian work? If yes, this opportunity is for you.

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” (therein called of IBSA project) 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 this position is to assist us as a Translator and Administrative Assistant in Brasilia, Brazil. You will be involved in the translation and fool-proofing of the technical documents and other communication’s deliverables of the IBSA project from Portuguese to French and from French to Portuguese, as well as giving administrative support to the project and to the Programme unit’s activities. The position holder may also be asked to perform other duties within the scope of the WFP Centre of Excellence Programme Unit.

The Translation and Administrative Assistant reports to the Programme Officer.

### Duties and Responsibilities

**Accountabilities:** Within delegated authority, the Translation and Administrative Assistant will undertake the following duties:

- Translate technical documents from Portuguese to French and from French to Portuguese;
- Fool-proof technical documents in Portuguese and French;



- Keeping an updated status of all your tasks and report on translation processes progress;
- Performing other translation related duties as required;
- Assist in the organization of events and travel arrangements related to the IBSA project;
- Perform IBSA project related administrative duties;
- Perform other related duties as required.

**Minimum qualifications:**

**Education:** You must have a University degree in the area of Languages, Translation. Advanced studies degree in related area is an advantage.

**Knowledge and Skills:** Experience utilizing computers, including word processing and spreadsheets. Ability to work with a deadline, good communication skills, good time management.

**Languages:** Fluency in spoken and written Portuguese and French. Working level of English is desirable.

**Desired experience:** At least two years of progressively responsible support work experience in translation and fool-proofing and related administrative support in international organization, government or NGO.

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.

**Remuneration package:**

For this position, the incumbent is entitled to a gross monthly salary of **BRL 4,459.88**. 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 – [Translator Adm Assistant](#) - Apply to submit your application.

**Step 3** – Attach a **CV** and **Cover Letter**.

**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, 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.