

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

Translation and Administrative Assistant Portuguese ↔ English

Location: Brasília, Brazil

Type of Contract: Service Contract (SC)

Duration: 12 months

Work modality: In presence

Workload: 7,5 h/day, from Mondays to Fridays

Post Level: SB3/2

Application Deadline: 08 February 2024, 23:59 (Rome time zone)

Background

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.

Our mission 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. By delivering technical assistance, advocacy efforts and policy guidance, we aim at increasing coverage, quality, and sustainability of school meals programmes, also promoting local agriculture and nutrition.

The purpose of this position is to assist us as a Translation and Administrative Assistant – English in Brasília, Brazil. You will be involved in the translation and proofreading of technical documents and other communications under our programme activities, from Portuguese to English and from English to Portuguese, as well as in administrative support 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.

Duties and Responsibilities

Accountabilities: The Translation and Administrative Assistant – English, will report directly to the Head of Programme, and within delegated authority will undertake the following duties:

- Translate technical documents from Portuguese to English and from English to Portuguese;

- Proofread technical documents in Portuguese and English;
- Translate and apply subtitles to institutional videos;
- Assist in the organization of translation and simultaneous interpretation activities in onsite events and online meetings;
- Keep an updated status of all your tasks and report on translation processes progress;
- Perform other translation-related duties as required;
- Assist in writing publications related to the Centre's Knowledge Management activities;
- Perform administrative duties such as preparing meeting notes, briefs, and communication with other units and WFP offices;
- Maintain a constant liaison with the Communications Unit.

Minimum qualifications:

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

Experience: At least three years of progressively responsible support work experience in translation and proofreading, and related administrative support in international organization, government or NGO. Work experience within the UN system will be an asset.

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

Knowledge: Experience utilizing computers, including word processing, spreadsheets, CAT Tools, terminological research, and managing glossaries.

Competencies and skills: Ability to work with a deadline, good communication skills, good time management.

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 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 coparticipative 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 Letter, 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.