

---

<b>JOB TITLE:</b>	Admin & Finance Intern
<b>TYPE OF CONTRACT:</b>	Internship
<b>UNIT/DIVISION:</b>	Admin & Finance/WFP Guinea
<b>DUTY STATION (City, Country):</b>	Conakry, Guinea
<b>DURATION:</b>	Six (6) months

---

## **ABOUT WFP :**

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

## **WHY JOIN WFP?**

- ⇒ WFP is a 2020 Nobel Peace Prize Laureate.
- ⇒ WFP offers a highly inclusive, diverse, and multicultural working environment.
- ⇒ WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- ⇒ A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- ⇒ We offer a competitive benefit package including salary, leave plus medical insurance.

## **ORGANIZATIONAL CONTEXT:**

Internship opportunity in the Administration & Finance unit at the World Food Programme Country Office in Conakry, Guinea. The intern will support the Admin/Finance unit in carrying out Admin/Finances activities in the relevant area of

internal control and providing reports to support the effective delivery of assistance in Admin & Finance.

## **KEY ACCOUNTABILITIES :**

### **MAIN DUTIES AND RESPONSIBILITIES (indicative and non-exhaustive list) :**

In close collaboration with the Administrative and Finance Officer, the intern will provide technical support in:

- The smooth-running functioning of an effective administrative and financial recording and reporting system, internal control and good practice.
- Petty cash management.
- Preparing transfer orders and following up the files for signatures.
- Setting up mechanisms to monitor payments.
- To ensure the classification of payments and administrative documents in the time frames.
- The establishment of an effective system for archiving financial records
- Office supplies management and other administrative support,
- Monitoring administrative and financial tasks,
- Tracking and follow up open items from the spending units.
- The constant monitoring of the transmission of financial reports and documents justifying the expenditure incurred by the implementing partners (Operational Advances).
- Perform tasks related to transactions in the system 'WINGS II' (requisitions, orders, payments and other financial and administrative transactions) according to the user profile.
- Manage office supplies and demand for the finance unit.
- To perform any other tasks necessary for the proper functioning of the Country Office as mandated by the Representative and/or the supervisor.

## **DELIVERABLES AT THE END OF THE CONTRACT:**

Full completion of all tasks as per plan of work

## **QUALIFICATIONS AND EXPERIENCE :**

**Education :** Major in Administration, Management, Economics, Accounting, International Relations, Social Sciences, Finance or other relevant fields.

**Experience :** Strong analytical skills, independent and teamwork capabilities, excellent problem-solving skills, positive attitude, and a keen interest in humanitarian development.

**Language :** Fluency (Level C) in English. Intermediate knowledge (level B) of French

## **MORE ABOUT YOU**

### **You have:**

- Knowledge of standardised business support work routines and methods.
- Knowledge of standard office software packages, e.g. Microsoft word.
- Tact and courtesy to give and receive information with a variety of individuals.
- Good attention to detail in order to identify data discrepancies.
- Ability to work to deadlines and follow clear instructions.

## **Training component**

As part of their assignment, the WFP intern has access to a leading learning platform in the sector, WeLearn. Depending on opportunities and availability of funds, he/she may attend WFP workshops or seminars as appropriate.

## **Learning elements**

At the end of the assignment, the intern should:

- a) Understand the WFP and the UN system.
- b) Understand the role of the WFP office in Guinea within the national humanitarian system and, more generally, within the WFP system.
- c) To gain practical/technical experience in a front-line professional environment.
- d) Opportunity to develop communication skills.
- e) Exposure to various aspects of office operations and teamwork.
- f) Benefit from mentoring and advice from experienced professionals.

## **TERMS AND CONDITIONS**

- WFP will recognise candidates' diplomas issued by recognised institutions and certified by the relevant international or national authorities, such as the United Nations Educational, Scientific and Cultural Organisation (UNESCO) or Ministries of Education.
- Candidates who are related to a WFP staff member **may not apply**: sons, daughters, brothers or sisters.

## WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

## REASONABLE ACCOMMODATION

WFP is dedicated to fostering diversity, equity, and inclusion. Our recruitment process is inclusively crafted to welcome candidates of all backgrounds, celebrating diversity and ensuring a respectful environment for all. We aim for an accessible and fair recruitment journey. Should you need any reasonable accommodations or have accessibility concerns, please reach out to us confidentially at [global.inclusion@wfp.org](mailto:global.inclusion@wfp.org). Our DEI team is here to ensure your full participation in our recruitment process.

**Certified by Hiring Manager (name/title) & signature):**

Naby Sakhoba CISSOKO..........**Date...25/11/2024.....**

**Accepted by Intern contract holder (name & signature):**

.....**Date:** .....