WORLD FOOD PROGRAMME – RBJ, Johannesburg
VACANCY ANNOUNCEMENT No – REF: 87964

Position Title : Administration Intern
Grade : Internship
Duration : 6 Months
Duty Station : Johannesburg Regional Bureau, South Africa

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to end global hunger. Every day, WFP works 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.

In emergencies, WFP gets food to where it is needed, saving the lives of victims of war, civil conflict and natural disasters. After an emergency, WFP uses food to help communities rebuild their shattered lives. Present in nearly 80 countries, the organization has the global footprint, deep field presence and local knowledge and relationships necessary to provide access to nutritious food and contribute to the lasting solutions, especially in many of the world’s most remote and fragile areas.

We manage an operating budget of approximately $5.9 billion each year, distributing 12.6 billion rations to those most in need. We reach an average of 80 million people with food assistance in around 80 countries each year.

For more on WFP and what we do, please go to http://www.wfp.org/videos/zero-hunger

Key Accountabilities:
Within delegated authority, the Intern will, under the Supervision of Administration Associate, be responsible for the following duties:

General Administration:
- Set up, classify and maintain unit files on shared Admin Folder and hardcopies.
- Search for, retrieve, compile, assemble and archive a variety of statistical data from computer files, records, reports or from other sources for external use;
- Respond to a variety of enquiries from staff in the unit and elsewhere in the Programme and supply readily available information from office files, databases, liaising with other offices as appropriate;
- Update and track computer assisted processing of administrative actions;
- Assist in the preparation of administrative reports including external audit admin documents requirements;
- Check accuracy of simple calculations, coding, and data;
- Perform other related duties as required.

Invoices:
- Raise purchase requests (PR) on time and monitor conversion to purchase order (PO).
- Monitor and process invoices on the invoice tracking system (ITS).
- Process Service entry sheets (SES)/goods received notes (GRN) in alignment with PO and perform invoice match on ITS.
- Monitor PO values and ensure sufficient funds for invoice processing.
• Reconcile all invoices against the POs.
• Prepare invoice reconciliation report monthly and distribute to Supervisor and related staff.

Travel Management:
• Provide assistance to services such as travel, expense claims, document retrieval, inventory, etc
• Make travel arrangements, request travel itinerary advances and prepare travel documentation as required.
• Travel invoice tracking – provision to Supervisor weekly with clear timelines.

Qualifications and Experience

Education
Currently studying towards a first/advanced university degree or recently graduated (within the past 12 months) in Administration or a relevant field. Must have completed at least 2 years of undergraduate studies.

Knowledge:
IT Skills & Office Management Skills:
Ability to effectively use standard MS Office software.

Language:
Fluency in both oral and written English.

This position is open to both male and female candidates who are nationals of South Africa or non-South African nationals holding a study permit.

CLOSING DATE: 20 September 2018

Interested individuals meeting the above requirements are requested to apply on the WFP Career Website using the following link: http://www1.wfp.org/careers/job-openings. Please search for the position title: Administration Intern, Johannesburg, requisition no: 87964