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## World Food Programme(WFP): Finance & Admin Internships 2024 New Application

### Description

We are seeking highly motivated and enthusiastic individuals to join our team as Finance & Admin Interns. This internship offers a unique opportunity to gain practical experience in finance, administration, and humanitarian operations within a dynamic and diverse global organization.

### Responsibilities

- Assist in financial management tasks such as budget preparation, expenditure tracking, and financial reporting.
- Support the administration of financial systems and processes to ensure compliance with WFP policies and procedures.
- Assist in the preparation of administrative documents, including contracts, procurement requests, and personnel files.
- Provide logistical support for meetings, workshops, and other events, including travel arrangements and venue coordination.
- Assist in maintaining accurate records and databases, including updating employee information and tracking inventory.
- Contribute to the development and implementation of administrative and financial policies and procedures.
- Support other ad hoc tasks and projects as assigned by supervisors.

### Qualifications

- Currently enrolled in a Bachelor's or Master's degree program in Finance, Accounting, Business Administration, Economics, or related field.
- Strong analytical skills and attention to detail.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a multicultural team environment.
- Previous experience or knowledge of financial or administrative processes is desirable but not required.
- Fluency in English (proficiency in another UN language is an asset).

### Job Benefits

- Gain valuable experience in finance, administration, and humanitarian operations.
- Work alongside experienced professionals in the field of international development and humanitarian assistance.
- Networking opportunities with experts and practitioners in various fields.
- Flexible working hours and a supportive work environment.

### Contacts

Interested candidates should submit their CV/resume and a cover letter detailing their motivation and qualifications for the position. Applications will be reviewed on a

### Hiring organization

World Food Programme(WFP)

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Non-profit Organizations

### Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

### Working Hours

09

### Date posted

May 11, 2024

### Valid through

27.02.2028

rolling basis, and only shortlisted candidates will be contacted for further assessment.

Join us in our mission to make a difference in the lives of the most vulnerable populations worldwide. Apply now and be part of the World Food Programme team!