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World Food Programme(WFP): Finance & Admin Internships 2025 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

June 22, 2025

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!