

Job Title: Administration Officer P2- FIT Pool All Locations

ABOUT WFP AND THE FIT POOL

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. 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. At WFP, we are driven and defined by our mission to fight world hunger, save lives, feed people's dreams of a brighter future, reduce risk and help enable people, communities and countries meet their own food and nutrition needs. WFP goes anywhere it's needed and does what it takes to get the job done. You will find our people at the heart of every major humanitarian intervention around the world, providing the essential life-saving foundation required for those furthest behind. Each year, we reach an average of 80 million people with food assistance in around 80 countries. Delivering our mission requires deep respect for personal and cultural differences and close collaboration between every member of our global team. While the 15,000-people working for WFP reflect the rich diversity of the world in which we work, the vital importance of our shared mission underpins a remarkably close community of purpose.

The World Food Programme (WFP) is offering life-changing job opportunities you are unlikely to find in other organizations. Working at WFP will give you the opportunity to work beyond your expectations, to be enriched by truly meaningful work and deepen your professional expertise.

The Future International Talent pool (FIT Pool) is an entry point for a professional international career with WFP. WFP is looking to build a pool of highly qualified and dynamic talents interested in going to any of our 80 countries in which WFP operates, including hardship duty stations, when the need arises.

A FIT Pool member is placed on the pool for a period up to 2 years during which he/ she is considered with priority each time WFP has a specific need for a Fixed Term International Professional staff member in his/her functional area and level. For more information: <http://www1.wfp.org/fit-pool>

JOB PURPOSE

To lead the delivery of quality, customer-focused, value for money administrative services that enable staff in country/location operations to deliver food assistance to beneficiaries, in line with WFP's strategy.

KEY ACCOUNTABILITIES (not all-inclusive)

The **Administration Officer** will report to the Country/Deputy Country Director (or designate – often a Senior Finance Officer) and receive technical support and guidance from the subject matter specialists in the Management Services Division. **This position requires frequent travel to remote and isolated field locations.**

The key duties include:

- Contribute to and implement WFP country/regional plans, including administrative processes, aligned with regional and wider WFP strategies and policies to facilitate efficient and effective administration service.
- Develop annual plans, contribute to longer term strategies and improvements to policies, systems and procedures to ensure services provided support WFP strategic objectives and are in compliance with corporate policies, standards, regulations and processes.
- Provide advice on issues that may impact the achievement of outcomes (including issues of sustainability and post project requirements, such as maintenance), taking into account operational realities of the services.
- Carry out data analysis to provide management and clients with the accurate information and reports for efficient planning and decision-making.
- Manage the existing resources in the area of responsibility (e.g. WFP managed facilities, assets and travel management, etc.) and estimate new requirements aiming at efficiency, cost-effectiveness and timeliness of operations and services.
- Implement and monitor all activities within the relevant support services (e.g. WFP managed facilities and maintenance, assets and disposals, fleet, and travel management, protocol, engineering/construction, and contract management, etc.).

- Collaborate and manage all areas related to corporate Occupational Safety and Staff Wellness and contribute to the provision of recommendations to the management on improvements/changes.
- Oversee and coordinate the preparation and implementation of works related to moving office locations or refurbishments.
- Support a culture of environmental sustainability throughout WFP by role modeling actions and implementing initiatives that drive sustainability in all administrative activities.
- Guide and supervise more junior staff, acting as a point of referral and supporting them with more complex analysis and queries.
- Build and maintain the partnership with WFP stakeholders, other UN agencies and local government offices, including participating actively in UN Common Premise initiatives.
- Support the capacity building of WFP staff and partners through the identification of training needs and following up with the delivery of trainings, workshops, supporting on-the-job training opportunities, etc. for efficient and effective delivery of food assistance to beneficiaries.
- Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.
- Take responsibility for incorporating gender perspectives in areas of work, to ensure equal participation of women and men.
- Other as required.

STANDARD MINIMUM QUALIFICATIONS REQUIRED

Education:

- University degree in Business/Public Administration, Engineering, or other relevant fields related to facilities and office management

Experience:

- At least 3-years of postgraduate, progressively responsible professional experience in similar administrative functions or related areas.
- International experience or professional experience with an international organization, particularly within a context similar to the environments that WFP operates in.
- Proven success working within teams providing high-quality customer service in complex environments.
- Experience in supervising teams of staff or has provided direction and instruction to more junior staff members within area of expertise.
- Experience in preparation and management of contracts and assets, including familiarity with complex Standard Operating Procedures (SOPs).
- Proficiency in MS Office, as well as proven ability to use and manage integrated business management systems, such as SAP or other similar systems, in order to extract data and contribute to effective, informed decision-making.

Language:

- Fluency (level C) in English language
- Intermediate knowledge (level B; written and spoken) of a second official UN language: Arabic, Chinese, French, Russian, Spanish, and/or WFP's working language, Portuguese

DESIRED EXPERIENCES

- Comprehensive and in-depth understanding of office administration best practices and procedures.
- Well organized and detail oriented.
- Ability to plan and organize work and communicate effectively.
- Ability to handle a large volume of work and to meet strict deadlines.
- Familiarity with UN system policies, rules, regulations, and procedures governing administration is an asset.

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational. Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP. WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days' annual leave, home leave, an education grant for dependent children, pension plan and medical insurance.

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To find out more about:

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Compensation <https://icsc.un.org/secretariat/sad.asp?include=ss>

DEADLINE FOR APPLICATIONS: 28 June 2018

APPLY ONLINE through this link: <http://bit.ly/admin-p2>

Female applicants and qualified applicants from developing countries are especially encouraged to apply

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

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Job Title: Administration Officer P3-FIT Pool-All Locations

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JOB PURPOSE

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KEY ACCOUNTABILITIES (not all-inclusive)

The **Administration Officer** will report to the Country/Deputy Country Director (or designate – often a Senior Finance Officer), and receive technical support and guidance from the subject matter specialists in the Management Services Division. **This position requires frequent travel to remote and isolated field locations.**

The key duties include:

- Develop and implement WFP regional/country plans, including administrative processes, aligned with regional and wider WFP strategies and policies to facilitate efficient and effective administration services.
- Develop annual plans, contribute to longer term strategies and improvements to policies, systems and procedures to ensure services provided support WFP strategic objectives and are in compliance with corporate policies, standards, regulations and processes.
- Provide advice on issues that may impact the achievement of outcomes (including issues of sustainability and post project requirements, such as maintenance), taking into account operational realities of the services.
- Manage and/or carry out complex data analysis to provide management and clients with the accurate information and reports for efficient planning and decision-making.
- Manage the existing resources in the area of responsibility (e.g. WFP managed facilities, assets and travel management, etc.) and propose adjustments aiming at efficiency, cost-effectiveness and timeliness of operations and services.
- Plan, initiate, implement, and monitor all relevant support services (e.g. WFP managed facilities and maintenance, assets and disposals, fleet, and travel management, protocol, engineering/construction, and contract management,

- etc.)
- Collaborate and manage all areas related to Occupational Safety and Staff Wellness and contribute to the provision of recommendations to the management on improvements/changes.
 - Leads, oversees and coordinates the preparation and implementation of works related to moving office locations or refurbishments.
 - Promote a culture of environmental sustainability throughout WFP by role modeling actions and implementing initiatives that drive sustainability in all administrative activities.
 - Manage and motivate a multicultural and multifunctional team(s), provide coaching, training and guidance as required to ensure appropriate development and enable high performance.
 - Build productive partnerships with WFP stakeholders, other UN agencies and local government offices, including participating actively in UN Common Premise initiatives.
 - Strengthen the capacity of WFP staff and partners through the identification of training needs and following up with the delivery of trainings, workshops, supporting on-the-job training opportunities, etc. for efficient and effective delivery of food assistance to beneficiaries.
 - Contribute to preparedness actions such as risk analysis, and contingency planning, monitoring the management of risks and reporting on actions taken.
 - Take responsibility for incorporating gender perspectives in areas of work, to ensure equal participation of women and men.
 - Other as required.

STANDARD MINIMUM QUALIFICATIONS

Education:

- University degree in Business/Public Administration, Engineering, or other relevant fields related to facilities and office management

Experience:

- At least 5-years of postgraduate, progressively responsible relevant professional experience with a preference for focusing on facilities and/or office management in similar administrative functions or related areas.
- International experience within an international organization, which must include experience in a developing/emerging country context similar to the environments that WFP operates in.
- Proven experience in providing oversight in an Administration function.
- Proven success leading teams in providing high-quality customer service in complex environments.
- Experience managing teams of staff with related areas of expertise, and providing or identifying relevant trainings.
- Comprehensive and in-depth understanding of office administration best practices and procedures.
- Proficiency in MS Office, as well as proven ability to use and manage integrated business management systems, such as SAP or other similar systems, in order to extract data and contribute to effective, informed decision-making.

Language:

- Fluency (level C) in English language.
- Intermediate knowledge (level B) of a second official UN language: Arabic, Chinese, French, Russian, Spanish, and/or WFP's working language, Portuguese.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Well organized and detail oriented with strong judgement/decision-making skills.
- Strong communication and negotiation skills.
- Ability to plan and organize work and communicate effectively.
- Ability to handle a large volume of work and to meet strict deadlines.
- Familiarity with UN system policies, rules, regulations, and procedures governing administration is a strong asset.
- Ability to plan and organize work and communicate effectively.
- Ability to handle a large volume of work and to meet strict deadlines.

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational.

Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

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- Compensation <https://icsc.un.org/secretariat/sad.asp?include=ss>

DEADLINE FOR APPLICATIONS: 28 June 2018

APPLY ONLINE through this link: <http://bit.ly/admin-p3>

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Job Title: Administration Officer P4-FIT Pool-All Locations

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For more information: <http://www1.wfp.org/fit-pool>

JOB PURPOSE

To lead the delivery of quality, customer-focused, value for money administrative services that enable staff in country/location operations to deliver food assistance to beneficiaries, in line with WFP's strategy

KEY ACCOUNTABILITIES (not all-inclusive)

The **Administration Officer** will report to the Country/Deputy Country Director (or designate) and receive technical support and guidance from the subject matter specialists in the Management Services Division. **This position requires frequent travel to remote and isolated field locations.**

The key duties include:

- Lead the development and implementation of WFP corporate and complex regional/country plans, including innovative administrative processes, aligned with regional and wider WFP strategies and policies to ensure efficient and effective administration services.
- Lead the advice and guidance on issues that may impact the achievement of outcomes (including issues of sustainability and post project requirements, such as maintenance), taking into account operational realities of the services.
- Develop annual plans, contribute to longer-term strategies and lead improvements to policies, systems and procedures to ensure services provided support WFP strategic objectives and are in compliance with corporate policies, standards, regulations and processes.

- Lead the preparation of complex data analysis to provide management and clients with the accurate information and reports for efficient planning and decision-making.
- Oversee the existing resources in the area of responsibility (e.g. WFP managed facilities and maintenance, assets and disposals, fleet, and travel management, protocol, engineering/construction, and contract management, etc.) and estimate new requirements aiming at efficiency, cost-effectiveness and timeliness of operations and services.
- Facilitate the compliance of the services provided (e.g. WFP managed facilities, assets and travel management, etc.) with the Occupational Safety and Staff Wellness and provide solid recommendations to the senior management on a wide range of improvements/changes.
- Lead and promote a culture of environmental sustainability throughout WFP by role modeling actions that drive sustainability in all administrative activities.
- Lead and motivate large multicultural and multifunctional teams, provide coaching, training and guidance as required to ensure appropriate development and enable high performance.
- Identify, and build productive partnerships with WFP stakeholders, other UN agencies and local government offices, including high level representation and participation related to UN Common Premise initiatives.
- Build and strengthen the capacity of WFP staff and partners, providing expert design and delivery of training, workshops, daily interaction, etc. for efficient and effective delivery of food assistance to beneficiaries.
- Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men.
- Lead on preparedness actions, providing technical recommendations and guidance and monitoring the management of risks to enable WFP to quickly respond at the onset of the crisis.
- Take responsibility for incorporating gender perspectives in areas of work, to ensure equal participation of women and men.
- Other as required.

STANDARD MINIMUM QUALIFICATIONS

Education:

- University degree in Business/Public Administration, Engineering, or other relevant fields related to facilities and office management and organisation administration

Experience:

- At least 8-years of postgraduate, progressively responsible relevant professional experience in similar administrative functions or related areas.
- At least 4-years of international experience within an international organization, which must include experience in a developing/emerging country context similar to the environments that WFP operates in.
- Proven experience in providing oversight in an Administration function.
- Experience in contract and asset management.
- Proven success leading teams in providing high-quality customer service in complex environments.
- Experience in leading and managing teams with multicultural and multifunctional staff with related areas of expertise.
- Experience in developing policies, guidelines and standing operating procedures.
- Comprehensive and in-depth understanding of office administration best practices and procedures.
- Proficiency in MS Office, as well as proven ability to use and manage integrated business management systems, such as SAP or other similar systems, in order to extract data and contribute to effective, informed decision-making.

Language:

- Fluency (level C) in English language
- Intermediate knowledge (level B) of a second official UN language: Arabic, Chinese, French, Russian, Spanish, and/or WFP's working language, Portuguese.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Excellent knowledge and understanding of methodologies for information acquisition, examination, collation and analysis.
- Well organized and detail oriented with strong judgement/decision-making skills.
- Excellent communication skills to develop and maintain working relations with persons in different units and geographical locations.
- Ability to plan and organize work and communicate effectively.
- Ability to manage the delivery of outputs by agreed deadlines, sometimes at very short notice.
- Familiarity with UN system policies, rules, regulations, and procedures governing administration is a strong asset.
- Proficiency with MS Word, Excel as well as integrated business management systems such as SAP or other similar systems.

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational. Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

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DEADLINE FOR APPLICATIONS: 28 June 2018

APPLY ONLINE through this link: <http://bit.ly/admin-p4>

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Job Title: Programme Policy Officer (Cash Based Transfers) P2 FIT Pool All Locations

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JOB PURPOSE

These roles can be found in Headquarters (HQ), Regional Bureaux and Country Offices. WFP is looking for candidates with a strong passion to make a difference and to contribute to its mandate of achieving Zero Hunger. Strong analytical capabilities, learning agility as well as the potential to develop into a leadership role are prerequisites for successful candidates.

KEY ACCOUNTABILITIES (not all-inclusive)

The **Programme Policy Officer (Cash Based Transfers) at P2 level** will be responsible for the following key duties:

- Contribute towards the development of a wide variety of CBT projects, plans and processes, ensuring alignment with wider programme policies and guidance;
- Provide project management support to specific and defined CBT programmes and projects of considerable size/complexity, ensuring a coordinated approach with wider programmes that complies with WFP standards and procedures;
- Support and perform actions related to the implementation of the CBT Business Process Model in all phases; from the design of the project response, to the intervention set-up, the implementation and project closure;
- Attain in-depth knowledge about the WFP CBT policies as well as guidance, in addition to all corporate tools specifically created to implement a CBT project;
- Cooperate with implementing partners and make due distinction between cooperating partners and service providers;
- Negotiate Field Level Agreements or contract agreements with partners;
- Develop and coordinate CBT and wider programme data gathering and monitoring systems ensuring that rigorous quality standards are maintained;
- Research and analyse a range of policy and operational issues to inform the development/update of CBT policies, programmes and activities;

- Contribute to the preparation of accurate and timely reporting on CBT programmes and activities that enable informed decision making and consistency of information presented to stakeholders;
- Liaise with internal and external counterparts to ensure effective collaboration, monitor ongoing projects and highlight potential risks to project delivery;
- Support the identification, development and management of potential partnerships to collaborative working leading to improved food assistance packages;
- Support the capacity building of WFP staff, partners and national government to prepare for and respond to food assistance needs, e.g. through providing inputs into CBT training materials;
- Guide and supervise more junior staff, acting as a point of referral and supporting them with analysis and queries;
- Other as required.

STANDARD MINIMUM QUALIFICATIONS

Education:

- Advanced University degree in International Affairs, Economics, Agricultural Economics, Nutrition/Health, Agriculture, Environmental Science, Social Science or other field of relevance to international development assistance, or First University degree with additional years of related work experience and/or trainings/courses.

Experience:

- At least **three** years of postgraduate progressively responsible professional experience in the private or public sector demonstrating high performance.
- Demonstrated interest and/or experiences in humanitarian and development work;
- At least **one** year of relevant working experience in CBT programming in diverse contexts;
- Specific experience in the design, set-up, implementation and monitoring of in-kind food, cash and voucher transfers is an asset;
- Proven capacity to support innovation in programme approaches;

Language:

- Fluency in oral and written English;
- Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP's working languages).

TECHNICAL SKILLS AND KNOWLEDGE

- Good understanding of the theory and application of food security and safety net programmes;
- Good understanding of Project Management and its application;
- Basic understanding of CBT programming and proven support in assessing, designing, implementing and monitoring (CBT) programmes;
- Proactive attitude towards partnership;
- Some background knowledge in financing processes and experience in analytical work can be considered as desirable assets.

ADDITIONAL EXPERIENCE AND COMPETENCIES

- Strong motivation to make a difference and to contribute to WFP's mandate;
- Proven effective cognitive abilities, analytical and problem solving skills;
- Demonstrated learning agility and thirst for constant growth;
- Displayed openness and passion for new experiences and multicultural environments;
- Taken initiatives when implementing programmes;
- Exhibited ability to communicate effectively and build sustainable partnerships;
- Deepened technical knowledge through exposure to technical teams;
- Provided input into policy discussions and decisions.

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11 June 2018

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A FIT Pool member is placed on the pool for a period up to 2 years during which he/ she is considered with priority each time WFP has a specific need for a Fixed Term International Professional staff member in his/her functional area and level.

JOB PURPOSE

These roles can be found in Headquarters (HQ), Regional Bureaux and Country Offices. WFP is looking for candidates with a strong passion to make a difference and to contribute to its mandate of achieving Zero Hunger. Strong analytical capabilities, learning agility as well as the potential to develop into a leadership role are prerequisites for successful candidates.

KEY ACCOUNTABILITIES (not all-inclusive)

The **Programme Policy Officer (Cash Based Transfers) at the P3 level** will be responsible for the following key duties:

- Contribute to formulation and implementation of WFP's CBT programme strategy in line with the organisational strategy, WFP-wide programme policies and context at Country Office level; translate the CBT strategy and WFP-wide programme policies into Regional/Country level practices;
- Design any operations by being inspired by the principle of cost-efficiency and effectiveness. Proactively juggle with transfer modalities to reach the most appropriate choice for a defined context;
- Be innovative and visionary at the programme design phase to reach the highest effectiveness of a given response. Consider integration of market interventions into existing programmes to make emergency responses more responsive to local markets and more beneficial to general coping capacities or, consider financial inclusion to empower both beneficiaries and communities beyond the end of the project life, or consider linking the delivery system with reliable existing systems from financial service providers, private sector or governments to boost the sustainability of the project;
- Lead and manage the WFP CBT Working Group at Country level when required;
- Guide and coordinate Country Office units to ensure synchronized technical backstopping and compliance with corporate policy, strategic objectives, guidance, and incorporation of gender perspectives in programme design;
- Set programme objectives as guiding lines all over the intervention for all functions;
- Enhance WFP's leadership status in forums relating to CBT and wider programme policy focus areas such as food security, nutrition, livelihoods, resilience or engagement in humanitarian, transition and development contexts through direct participation, briefings, information products and other materials;

- Represent WFP in external humanitarian Cash Working Group to ensure a closer coordination with other UN agencies and donors;
- Maintain close contact with key partners and advise on opportunities for strategic collaboration; assist counterparts in governments and/or other stakeholders in identifying where CBT interventions can be usefully employed;
- Reassess context during project implementation and be flexible to adjust operational planning if required;
- In the project closure phase identify lessons learnt and contribute for a better future planning;
- Identify and select cooperating partners and financial service providers able to deal efficiently and effectively with the delivery part of the cash-based transfers programmes; negotiate in details Field Level Agreements and/or Service Providers contracts according to established rules and regulations;
- In collaboration with other units develop, update and ensure Standard Operational procedures (SOP) aligned with corporate manuals and guidelines;
- Contribute to resources mobilisations efforts for WFP projects, including clearly articulating the need for CBT and related programme opportunities, and follow up on the resource situation of projects;
- Provide general support and technical guidance to field offices;
- Work closely with advocacy and policy advisors to develop key messaging and materials related to cash transfers' programming;
- Advise and support the development and execution of functional and multi-functional trainings related to cash based transfers' programming to enhance the capacity of WFP staff and partner to design and deliver effective food assistance programmes;
- Lead, motivate and develop a team of staff to enable high performance;
- Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men;
- Other as required.

STANDARD MINIMUM REQUIREMENTS

Education:

- Advanced University degree (Master or higher) in International Affairs, Economics, Agricultural Economics, Nutrition/Health, Agriculture, Environmental Science, Social Science or other field of relevance to international development assistance, or First University degree with additional years of related work experience and/or trainings/courses.

Experience:

- At least **five** years of postgraduate progressively responsible professional experience in the private or public sector demonstrating high performance;
- Demonstrated interest and experiences in humanitarian and development work;
- At least **two** years of relevant working experience in CBT programming in diverse contexts;
- Solid experience in the design, set-up, implementation and monitoring of in-kind food, cash and voucher transfers;
- Proven capacity to manage innovation in programme approaches;
- Awareness and strong interest on social protection issues are highly desirable especially the knowledge of policies and practices around long term financial opportunities for the poor and vulnerable.

Language:

- Fluency in oral and written English;
- Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP's working languages).

TECHNICAL SKILLS AND KNOWLEDGE

- Solid understanding of the theory and application of food security and/or safety net programmes;
- Solid understanding of Project Cycle Management and its application;
- Excellent understanding of CBT programming and proven ability to assess, design, implement, monitor CBT programmes.
- Experience in complex emergencies and protracted crisis situations is an advantage;
- Solid attitude towards partnership
- Good background knowledge in financing processes and experience in analytical work are considered as desirable assets.
- Solid understanding of the theory and application of food security and/or safety net programmes;
- Solid understanding of Project Cycle Management and its application;
- Excellent understanding of CBT programming and proven ability to assess, design, implement, monitor CBT programmes.
- Experience in complex emergencies and protracted crisis situations is an advantage;

- Solid attitude towards partnership
- Good background knowledge in financing processes and experience in analytical work are considered as desirable assets.

ADDITIONAL EXPERIENCE AND COMPETENCIES

- Strong motivation to make a difference and to contribute to WFP's mandate;
- Proven effective cognitive abilities, analytical and problem solving skills;
- Demonstrated learning agility and thirst for constant growth;
- Displayed openness and passion for new experiences and multicultural environments;
- Taken initiatives when implementing programmes;
- Exhibited ability to communicate effectively and build sustainable partnerships;
- Deepened technical knowledge through exposure to technical teams;
- Provided input into policy discussions and decisions.

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational. Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

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Job Title: Programme Policy Officer (Cash Based Transfers) P4-FIT Pool-All Locations

ABOUT WFP AND THE FIT POOL

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JOB PURPOSE

These roles can be found in Headquarters (HQ), Regional Bureaux (RB) and Country Offices (CO). The **Programme Policy Officer (Cash Based Transfers)** will be expected to have an extensive breadth of programme and policy knowledge/experience including strong technical skills in Cash Based Transfers to credibly influence strategic, policy and operational discussions. Strong analytical capabilities, learning agility as well as proven excellent leadership capacities are prerequisites for successful candidates.

KEY ACCOUNTABILITIES (not all-inclusive)

- Formulate substantial parts of WFP's CBT programme strategy in line with the organizational strategy, WFP-wide programme policies and context in the field; translate the CBT programme strategy and WFP-wide programme policies into Regional/Country level practices, programme guidance and implementation modalities and operations;
- Be visionary and innovative in the formulation of paths to achieve Zero Hunger goals making use of cash assistance when possible;
- Manage the operationalization of the CBT programme strategy across different locations in coordination with Country Offices, other functions and Field Offices, and in liaison with Regional Bureaux (RB) and HQ technical units;
- Ensure that CBT operations are consistent with WFP policy and programme policies, Executive Board decisions, and other relevant guidance;
- Provide technical advice on a wide range of CBT, programme and policy issues including assessment and analysis, the choice of most appropriate transfer modality and delivery mechanism, the deployment and testing of innovative approaches and the development of strategies;
- Look for and advocate for more sustainable/innovative solutions in the delivery system of cash. Maximise the effectiveness of all potential existing systems if in line with WFP rules and regulations;
- Enhance WFP's leadership status in different forums on subjects related to CBT and other programmatic areas such as food security, nutrition, livelihoods, resilience, engagement in humanitarian, transition and development contexts and other related issues through direct participation, briefings, information products and other materials;

- Be aware of the international humanitarian cash policies, of the positioning of some donors in relation to cash assistance, of the Grand Bargain principles and related WFP's standing and act accordingly when representing WFP in humanitarian fora;
- Position WFP in its role of cash-assistance leadership and coordination in rising emergencies every time is needed;
- Keep close and direct contact with RB and HQ on policy related matters;
- Assist senior stakeholders of governments and other partners in identifying where CBT can be usefully employed and provide support and technical expertise for the planning, formulation and implementation of CBT programmes to strengthen government and community ownership and effectiveness of food security and nutrition programmes;
- Develop innovative/operational partnerships and maintain established strategic partnerships to identify opportunities for collaborative approaches and initiatives that improve CBT assistance packages and support advocacy work;
- Contribute to Country Office Emergency Preparedness i.e. early warning, risk analysis, and contingency planning in order to respond to humanitarian crises and needs with particular attention to the CBT package of preparedness;
- Manage or oversee operational research and evidence building on issues relevant to food and cash assistance;
- Advocate for resources for a broad portfolio of WFP projects with a CBT focus, including clearly articulating the need for CBT, food assistance and related programme opportunities, and follow up on the resource situation of projects including commodity and cash availability;
- Advice and support the development of functional training in areas of CBT to enhance the capacity of WFP staff and partners to design and deliver effective food assistance programmes;
- Lead, motivate and develop a substantive team to enable high performance;
- Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men;
- Other as required.

STANDARD MINIMUM QUALIFICATIONS REQUIREMENTS

Experience:

- At least **eight** years of postgraduate progressively responsible professional experience in private or public sector demonstrating high performance and leadership capacity;
- Demonstrated interest and substantial experiences in humanitarian and development work in multicultural environments;
- At least **three** years of working experience in CBT programming in diverse contexts;
- Vast and strong experience in the design, set-up, implementation and evaluation of in-kind food, cash and voucher transfers;
- At least one field mission experience to support the setting up and/or running of CBT operations;
- Proven capacity to initiate and lead innovation that strives for continuous improvements and leverages established partnerships;
- Awareness of social protection is highly desirable especially knowledge of policies and practices around long term financial opportunities for the poor and vulnerable.

Education

- Advanced University degree in International Affairs, Economics, Agricultural Economics, Nutrition/Health, Agriculture, Environmental Science, Social Science or other field of relevance to international development assistance, or First University degree with additional years of related work experience and/or trainings/courses.

Language:

- Fluency in oral and written English;
- Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP's working languages).

TECHNICAL SKILLS AND KNOWLEDGE

- Excellent understanding of the theory and application of food security and safety net programmes;
- Excellent understanding of Project Cycle Management and its application;
- Excellent understanding of CBT programming and proven ability to assess, design, implement and monitor CBT programmes, preferably in complex emergencies and protracted crisis situations;
- Solid understanding of CBT programming related to food security and nutrition;
- Strategy development, coordination, action planning and capacity development skills in order to implement a strategy
- Solid and well developed approach towards partnership
- Proven/Excellent skills in strategic/analytical work

ADDITIONAL EXPERIENCE AND COMPETENCIES

- Strong motivation to make a difference and to contribute to WFP's mandate;

- Proven effective cognitive abilities, analytical and problem solving skills;
- Demonstrated learning agility and thirst for constant growth;
- Displayed openness and passion for new experiences and multicultural environments;
- Proven leadership capacity to build and foster inclusive and high performing teams;
- Exhibited ability to communicate effectively;
- Demonstrated exceptional partnership building skills with internal and external stakeholders;
- Proven strategic and policy engagement skills in international setting;
- Deepened technical knowledge through exposure and the leading of technical teams;
- Leading of policy discussions and decisions

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

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Job Title: Programme Policy Officer P2- FIT Pool- All Locations

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The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. 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. At WFP, we are driven and defined by our mission to fight world hunger, save lives, feed people's dreams of a brighter future, reduce risk and help enable people, communities and countries meet their own food and nutrition needs. WFP goes anywhere it's needed and does what it takes to get the job done. You will find our people at the heart of every major humanitarian intervention around the world, providing the essential life-saving foundation required for those furthest behind. Each year, we reach an average of 80 million people with food assistance in around 80 countries. Delivering our mission requires deep respect for personal and cultural differences and close collaboration between every member of our global team. While the 16,000 people working for WFP reflect the rich diversity of the world in which we work, the vital importance of our shared mission underpins a remarkably close community of purpose.

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A FIT Pool member is placed on the pool for a period up to 2 years during which he/ she is considered with priority each time WFP has a specific need for a Fixed Term International Professional staff member in his/her functional area and level.

JOB PURPOSE

These roles can be found in Headquarters (HQ), Regional Bureaux and Country Offices. They provide support to policy and programme activities that effectively meet food assistance needs. WFP is looking for candidates with a strong passion to make a difference and to contribute to its mandate of achieving Zero Hunger. Strong analytical capabilities, learning agility as well as the potential to develop into a leadership role are prerequisites for successful candidates.

KEY ACCOUNTABILITIES (not all-inclusive)

The Programme Policy Officer (P2) will be responsible for the following key duties:

- Contribute towards the development of a wide variety of projects, plans and processes, ensuring alignment with wider programme policies and guidance;
- Provide project management support to specific and defined programmes and projects of considerable size/complexity, ensuring a coordinated approach with wider programmes that complies with WFP standards and procedures;
- Develop and coordinate data gathering and monitoring systems ensuring that rigorous quality standards are maintained;
- Research and analyse a range of policy and operational issues to inform the development of policies, programmes and activities;
- Contribute to the preparation of accurate and timely reporting on programmes and activities that enable informed decision making and consistency of information presented to stakeholders;

- Liaise with internal and external counterparts to ensure effective collaboration, monitor ongoing projects and highlight potential risks to project delivery;
- Support the identification, development and management of potential partnerships to collaborative working leading to improved food assistance packages;
- Support the capacity building of WFP staff, partners and national government to prepare for and respond to food assistance needs, e.g. through providing inputs into training materials;
- Guide and supervise more junior staff, acting as a point of referral and supporting them with analysis and queries;
- Other as required.

STANDARD MINIMUM REQUIREMENTS

Education

- Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other fields relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses.

Experience

- At least three years of postgraduate progressively responsible professional experience in the private or public sector demonstrating high performance;
- Demonstrated interest in humanitarian and development topics such as food security challenges;
- Experience in the implementation and monitoring of projects and programmes;
- Proven capacity to support innovation.

Language

- Fluency in oral and written English;
- Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP's working languages).

ADDITIONAL EXPERIENCE AND COMPETENCIES

- Strong motivation to make a difference and to contribute to WFP's mandate;
- Proven effective cognitive abilities, analytical and problem solving skills;
- Demonstrated learning agility and thirst for constant growth;
- Displayed openness and passion for new experiences and multicultural environments;
- Taken initiative when implementing programmes;
- Exhibited ability to communicate effectively and build sustainable partnerships;
- Deepened technical knowledge through exposure to technical teams;
- Attained experiences in the area of in-kind food, cash and voucher transfers is an asset;
- Provided input into policy discussions and decisions.

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

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Job Title: Programme Policy Officer P3- FIT Pool- All Locations

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JOB PURPOSE

These roles can be found in Headquarters (HQ), Regional Bureaux and Country Offices. Job holders are likely to report to the relevant Unit Chief, Director or more senior programme employees. WFP is looking for candidates with a strong passion to make a difference and to contribute to its mandate of achieving Zero Hunger. Strong analytical capabilities, learning agility as well as proven leadership capacity are prerequisites for successful candidates.

KEY ACCOUNTABILITIES (not all-inclusive)

The Programme Policy Officer (P3) will be responsible for the following key duties:

- Contribute to formulation of WFP-wide programme policies in line with both organizational strategy and the practical realities of operating in the field; or translate programme policy into Regional/Country level practices. Developing programme guidance and implementation modalities and operations, to ensure a clear and strong connection between HQ and field operations;
- Provide advice and support to other WFP offices on moderately complex issues to clarify ambiguities and ensure that policy and programme operations are consistent with WFP policies, Executive Board decisions, and other relevant guidance;
- Provide technical advice or mobilise technical expertise on programme and policy issues including assessment and analysis, the choice of objectives, activities, transfer modalities and appropriate food products, the deployment and testing of innovative approaches and the development of strategies to support government efforts to reduce hunger and malnutrition;
- Assist counterparts in governments and other partners in identifying strategies to achieve Zero Hunger, and jointly determine where food assistance can be usefully employed and provide support and technical expertise for the planning, formulation and implementation of moderately complex food assistance programmes to strengthen government and community ownership and effectiveness of food security and nutrition programmes at national and sub-national levels;

- Establish and maintain operational partnerships to identify opportunities for collaborative approaches and initiatives that improve assistance packages and support advocacy work;
- Enhance WFP's leadership status in forums relating to an area of specialism, for example food security, nutrition, livelihoods, resilience or engagement in humanitarian, transition and development contexts through direct participation, briefings, information products and other materials;
- Manage operational research and evidence building on issues relevant to food assistance;
- Manage the preparation and dissemination of timely analytical and critical reports, publications, and a variety of information products or proposals for internal or external use;
- Contribute to resources mobilisations efforts for WFP projects, including clearly articulating the need for food assistance and related programme opportunities, and follow up on the resource situation of projects including commodity and cash availability, seeking advice from senior colleagues where necessary;
- Advise and support the development of functional training in areas of expertise to enhance the capacity of WFP staff and partner to design and deliver effective food assistance programmes;
- Lead, motivate and develop a team of staff to enable high performance.
- Ensure the best use of assigned financial resources for the achievement of set objectives within a moderate budget;
- Contribute to Country Office Emergency Preparedness i.e. early warning, risk analysis, and contingency planning in order to respond to humanitarian crises and needs;
- Other as required.

STANDARD MINIMUM REQUIREMENTS

Education

- Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other fields relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses.

Experience

- At least five years of postgraduate progressively responsible, relevant professional experience in the private or public sector demonstrating high performance;
- Demonstrated interest and experiences in humanitarian and development work;
- Experience in the autonomous design, set-up, implementation and monitoring of projects and programmes;
- Proven capacity to initiate and lead innovation that strives for continuous improvements.

Language

- Fluency in oral and written English;
- Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP's working languages).

ADDITIONAL EXPERIENCE AND COMPETENCIES

- Specific technical knowledge of and/or experience in the following areas are considered as an advantage: resilience programming, social protection, safety net;
- Experience in managing a Field Office in remote/hardship locations are considered as an advantage;
- Strong motivation to make a difference and to contribute to WFP's mandate;
- Proven effective cognitive abilities, analytical and problem-solving skills;
- Demonstrated learning agility and thirst for constant growth;
- Displayed openness and passion for new experiences and multicultural environments;
- Demonstrated leadership capacity to build and foster an inclusive team;
- Exhibited ability to communicate effectively and build sustainable partnerships;
- Deepened technical knowledge through exposure to technical teams;
- Attained experiences in the area of in-kind food, cash and voucher transfers is an asset;
- Provided and coordinated input into policy discussions and decisions.

TERMS AND CONDITIONS

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ABOUT WFP AND THE FIT POOL

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. 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. At WFP, we are driven and defined by our mission to fight world hunger, save lives, feed people's dreams of a brighter future, reduce risk and help enable people, communities and countries meet their own food and nutrition needs. WFP goes anywhere it's needed and does what it takes to get the job done. You will find our people at the heart of every major humanitarian intervention around the world, providing the essential life-saving foundation required for those furthest behind. Each year, we reach an average of 80 million people with food assistance in around 80 countries. Delivering our mission requires deep respect for personal and cultural differences and close collaboration between every member of our global team. While the 16,000 people working for WFP reflect the rich diversity of the world in which we work, the vital importance of our shared mission underpins a remarkably close community of purpose.

The World Food Programme (WFP) is offering life-changing job opportunities you are unlikely to find in other organizations. Working at WFP will give you the opportunity to work beyond your expectations, to be enriched by truly meaningful work and deepen your professional expertise.

The **Future International Talent Pool (FIT Pool)** is an entry point for a professional international career with WFP. WFP is looking to build a pool of highly qualified and dynamic talents interested in going to any of our 80 countries in which WFP operates, including hardship duty stations, when the need arises.

A FIT Pool member is placed on the pool for a period up to 2 years during which he/ she is considered with priority each time WFP has a specific need for a Fixed Term International Professional staff member in his/her functional area and level.

JOB PURPOSE

These roles can be found in Headquarters (HQ), Regional Bureaux and Country Offices. Job holders are likely to report to the relevant Director or more senior programme employees while leading and inspiring a team. WFP is looking for candidates with a strong passion to make a difference and to contribute to its mandate of achieving Zero Hunger. Strong analytical capabilities, learning agility as well as proven excellent leadership capacities are prerequisites for successful candidates.

KEY ACCOUNTABILITIES (not all-inclusive)

The Programme Policy Officer (P4) will be responsible for the following key duties:

- Formulate substantial parts of WFP-wide programme policies in line with both organizational strategy and the practical realities of operating in the field; or translate WFP-wide programme policy into Regional/Country level practices, programme guidance and implementation modalities and operations, to ensure a clear and strong connection between HQ and field operations;
- Provide advice and support Country Offices in delivering a complex portfolio of programmes to clarify ambiguities and ensure that policy and programme operations are consistent with WFP policies, Executive Board decisions, and other relevant guidance;
- Provide technical advice or mobilise technical expertise, on a wide range of programme and policy issues including assessment and analysis, the choice of objectives, activities, transfer modalities and appropriate food products, the deployment and testing of innovative approaches and the development of strategies to support government efforts to reduce hunger and malnutrition;
- Coordinate senior stakeholders of governments and other partners in identifying strategies to achieve Zero Hunger, and jointly determine where food assistance can be usefully employed and provide support and technical expertise for the planning, formulation and implementation of food assistance programmes to strengthen government and community ownership and effectiveness of food security and nutrition programmes at national and sub-national levels;

- Develop operational partnerships and maintain established strategic partnerships to identify opportunities for collaborative approaches and initiatives that improve assistance packages and support advocacy work;
- Enhance WFP's leadership status in different forums on subjects related to food security, nutrition, livelihoods, resilience, engagement in humanitarian, transition and development contexts and other related issues through direct participation, briefings, information products and other materials;
- Manage or oversee operational research and evidence building on issues relevant to food assistance;
- Manage or oversee preparation and dissemination of timely analytical and critical reports, publications, and a variety of information products or proposals for internal or external use;
- Advocate for resources for a broad portfolio of WFP projects, including clearly articulating the need for food assistance and related programme opportunities, and follow up on the resource situation of projects including commodity and cash availability;
- Advise and support the development of functional training in areas of expertise to enhance the capacity of WFP staff and partner to design and deliver effective food assistance programmes;
- Lead, motivate and develop a substantive team to enable high performance;
- Ensure the best use of assigned financial resources for the achievement of set objectives within a significant budget;
- Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men;
- Contribute to Country Office Emergency Preparedness i.e. early warning, risk analysis, and contingency planning in order to respond to humanitarian crises and needs;
- Other as required.

STANDARD MINIMUM REQUIREMENTS

Education

- Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses.

Experience

- At least eight years of postgraduate progressively responsible, relevant professional experience demonstrating high performance and leadership capacity;
- Demonstrated interest and substantial experiences in humanitarian and development work in multicultural environments;
- Experience in the autonomous design, set-up, implementation and monitoring of projects and programmes, including aspects of resource mobilization and funds management;
- Good understanding of programme cycle management;
- Proven capacity to initiate and lead innovation that strives for continuous improvements and leverages established partnerships;
- Proven leadership and management capacity to build and foster inclusive and high performing teams in a multi-cultural environment.

Language

- Fluency in oral and written English;
- Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP's working languages).

ADDITIONAL EXPERIENCE AND COMPETENCIES

- Specific technical knowledge of and/or experience in the following areas are considered as an advantage: resilience programming, social protection, safety net;
- Experience in managing a Field Office or an Area Office in remote/hardship locations is considered as an advantage;
- Strong motivation and proven ability to make a difference;
- High enthusiasm to contribute to WFP's mandate;
- Proven effective cognitive abilities, analytical and problem-solving skills;
- Demonstrated learning agility and thirst for constant growth;
- Displayed openness and passion for new experiences and multicultural environments;
- Exhibited ability to communicate effectively;
- Demonstrated exceptional partnership building skills with internal and external stakeholders;
- Proven strategic and policy engagement skills in an international setting;

- Deepened technical knowledge through exposure and the leading of technical teams;
- Attained experiences in the area of in-kind food, cash and voucher transfers;
- Leading of policy discussions and decisions.

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational. Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days' annual leave, home leave, an education grant for dependent children, pension plan and medical insurance.

Please visit the following websites for detailed information on working with WFP. Click on: "Where we work" and "Our work" to learn more about WFP's operations.

To find out more about:

- WFPs work, www.wfp.org
- Compensation <https://icsc.un.org/secretariat/sad.asp?include=ss>

DEADLINE FOR APPLICATIONS

11 June 2018

Female applicants and qualified applicants from developing countries are especially encouraged to apply

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.