

**ORGANIZATIONAL CONTEXT:** These jobs are found in Headquarters (HQ), Regional Bureaux (RBs) or Country Offices (COs) and job holders report to a more senior Programme Policy Officer.

Job holders are likely to be working under the close support and guidance of a more experienced professional staff member receiving guidance and regular feedback on work performed. They are typically involved in programme or policy activities or similar nature and analytical work of limited complexity.

**JOB PURPOSE:** To provide support to policy and programme activities that effectively meet food assistance needs.

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**KEY ACCOUNTABILITIES (not all-inclusive, within delegated authority):**

1. Contribute towards the development of a limited number of projects, plans and processes, ensuring alignment with wider programme policies and guidance.
2. Provide project management support to specific and defined programmes and projects of small to moderate size that are relatively straight forward in nature, ensuring a coordinated approach with wider programmes that complies with WFP standards and procedures.
3. Follow data gathering and monitoring systems ensuring that rigorous quality standards are maintained.
4. Research and analyse policy and operational issues to support senior colleagues in the development of policies, programmes and activities.
5. 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.
6. Liaise with internal counterparts to ensure effective collaboration, monitor ongoing projects.
7. Support the identification, development and management of potential partnerships to collaborative working leading to improved food assistance packages.
8. Support the capacity building of WFP staff, partners and national government to prepare for and respond to food assistance needs, e.g. through project management support of learning initiatives.
9. Provide guidance to support staff, acting as a point of referral and assisting them with analysis and queries.
10. Other as required.



### OTHER SPECIFIC JOB REQUIREMENTS (details to be determined by Post Managers):

This section is optional to describe other duties, skills & knowledge required for the specific job.

### WFP LEADERSHIP FRAMEWORK: COMMON STANDARDS OF BEHAVIOUR

<b>Leads by Example with Integrity</b>	<b>Upholds WFP values, principles, and standards</b>  Demonstrates and encourages others to uphold the WFP values, principles and standards	<b>Respects others and values diversity</b>  Values diversity using respectful and inclusive language, and encourages others to do the same	<b>Stays focused and calm under pressure</b>  Stays focused and calm when under pressure and encourages others to do the same	<b>Demonstrates humility and a willingness to learn</b>  Shows humility and a willingness to learn and share knowledge, frequently seeking and acting on feedback, and taking up opportunities to develop
<b>Drives Results and Delivers on Commitments</b>	<b>Delivers results for maximum impact</b>  Holds self and/or others accountable for the delivery of results	<b>Delegates appropriately</b>  Delivers results against delegated tasks and seeks guidance and support where needed	<b>Adapts readily to change</b>  Responds readily to change adjusting work as needed	
<b>Fosters Inclusive and Collaborative</b>	<b>Is inclusive and collaborative</b>  Promotes inclusive teamwork and psychological safety by sharing ideas and openly raising issues	<b>Gives timely and constructive feedback</b>  Supports development for others by giving timely and constructive feedback	<b>Builds and shares new perspectives</b>  Listens attentively to others to capture, learn, build and share new perspectives	
<b>Applies Strategic Thinking</b>	<b>Communicates and fulfils WFP's vision</b>  Fulfils WFP's vision and is able to explain how their objectives support the vision	<b>Embraces curiosity and new ways of doing things</b>  Demonstrates curiosity, and proposes new ways of doing things when relevant	<b>Analyses and evaluates data</b>  Gathers data and shares knowledge to inform team decision making	<b>Considers the impact of decisions</b>  Implements decisions and asks questions to understand the impact for wider objectives

<b>Builds and Maintains Sustainable Partnerships</b>	<b>Builds partnerships</b>	<b>Collaborates to deliver common objectives</b>
	Builds partnerships by seeking out opportunities to work with others	Collaborates with partners by sharing information and working together to deliver common goals

### FUNCTIONAL CAPABILITIES:

Capability Name	Description of the behaviour expected for the proficiency level
<b>Programme Lifecycle &amp; Food Assistance</b>	Demonstrates ability to identify key variables and contextual factors that affect food assistance problems and programmes throughout the lifecycle to inform quality programme design or re-design.
<b>Transfer Modalities (Food, Cash, Voucher)</b>	Demonstrates ability to analyse and consolidate quantitative and qualitative information from different sources (e.g., market studies) to inform transfer modality selection and programme development.
<b>Broad Knowledge of Specialized areas (i.e. Nutrition, VAM, etc.)</b>	Demonstrates the ability to interpret basic data in the context of WFP specialised fields to contribute to technical programme design, implementation and monitoring.
<b>Emergency Programming</b>	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
<b>Strategic Policy Engagement w/ Government</b>	Develops thorough recommendations using multiple inputs (e.g., government counsel, research, own experience) to strengthen national or subnational entities and government owned food and nutrition security programmes.

### DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:

- Has gained experience in implementing technical programs (i.e. nutrition, etc.).
- Has implemented programmes and provided input into designing operations.
- Has provided input into policy discussions and decisions.

### STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

**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.

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

National Professional: Fluency (level C) in English language and the duty station's language, if different.

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