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Junior Professional Officer (JPO) Programme

Programme Policy Officer (Nutrition & School Based Programme)

Programme Unit

Dar es Salaam, United Republic of Tanzania

TERMS OF REFERENCE

ABOUT WFP

The United Nations World Food Programme (WFP) is a highly prestigious, reputable and the world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters, and the impact of climate change.

We are currently seeking for a Junior Professional Officer to fill the position of Programme Policy Officer with the Programme Unit (Nutrition and School Based Programme team) based in Dar es Salaam, United Republic of Tanzania.

CONTEXT AND BACKGROUND

WFP Tanzania is implementing its five-year country strategic plan (CSP, July 2022- June 2027) in partnership with the Government and stakeholders. The CSP through its Strategic Outcome 2 (SO2) is supporting the Government of the United Republic of Tanzania to address all forms of malnutrition and ensure that vulnerable populations consume more diversified and nutrient rich diets and have improved access to nutrition, health and education services that contribute to human capital development.

WFP has been working with Government and stakeholders at the national and sub-national levels to strengthen the capacity for quality nutrition service delivery and strengthen the implementation of school feeding and other complementary school based (health and nutrition) programmes for improved nutrition and education outcomes among school-aged children and adolescents; contribute to the national HIV response and to equitable inclusive and sustainable food systems in Tanzania.

GENERAL INFORMATION

- **Title of Post:** Programme Policy Officer (Nutrition and School Based Programmes)
- **Grade:** P2
- **Supervisor:** Head of Nutrition, HIV and School Based Programmes
- **Unit:** Programme
- **Country Office:** Tanzania
- **Duty Station:** Dar es Salaam, United Republic of Tanzania
- **Duration of assignment:** Two years

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head of Nutrition, HIV and School Based Programmes, the JPO will have the following responsibilities:

- Contribute to the development of nutrition, HIV and school based (school feeding) programmes, projects, and activities, plans and processes, ensuring alignment with wider programme policies and guidance.
- Provide project management support to nutrition, HIV, and school-based programmes (school feeding), ensuring a coordinated approach with wider programmes that complies with WFP standards and procedures.
- Research and analyse a range of policy and operational issues related to nutrition, HIV and school based (school feeding) programmes to inform the development of policies, programmes, and activities.
- Contribute to the preparation of accurate and timely reports and briefs on nutrition, HIV and school based (school feeding) programmes and activities that enable informed decision making and consistency of information presented to stakeholders.
- Support the development of communication and knowledge products for resource mobilisation, advocacy, information, and other purposes.
- Liaise with internal and external counterparts as appropriate 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 delivery of programmes.
- Support the delivery and dissemination of capacity strengthening and innovative solutions to WFP staff, partners, national and sub-national governments on nutrition, HIV and school based (school feeding) programmes.
- Act as the Knowledge Management Focal Point for the Nutrition, HIV and School Based Programme Team.
- Perform other duties as required.

EXPECTED OUTCOMES

- Annual work plans jointly developed by the JPO and direct supervisor to maximise the contribution of the JPO to the team.
- Improved coordination and management of nutrition, HIV and school-based programmes.
- Increased visibility of WFP's nutrition, HIV and school-based programmes through development and dissemination of diverse knowledge products contributing resource mobilisation efforts.
- Bi-annual research and analysis of policy and operational issues related to nutrition, HIV and school-based programmes undertaken to inform the development of policies, programmes and activities.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Advanced university degree in Project Management, Nutrition, Public Health, Public Policy, Social Sciences, and related areas.
- Minimum of two years relevant working experience in project management, nutrition, school feeding, school health and nutrition, HIV, public health, education, and related fields.
- Fluency in English
- Proficiency in Windows MS Office (Word, Excel, PowerPoint, Outlook)
- Behavioural competencies: leads by example with integrity, drives results and delivers on commitments, fosters inclusive and collaborative teamwork, applies strategic thinking, builds, and maintains sustainable partnerships.

DESIRABLE REQUIREMENTS

- Exposure to the international arena either by direct work for an international institution/organization or by interacting with international stakeholders.
- Exposure to multi-disciplinary teams and working with people of diverse cultural backgrounds.
- Experience working with Government, Non-Governmental Organisations, Private Sector or Civil Society.
- Intermediate level of one, or more, of the following official languages: French, Spanish, Arabic, Chinese, Russian, Portuguese.
- WFP's international professionals are required to serve in different locations around the world during their career (including in hardship duty stations); willingness to be mobile would maximise opportunities for long-term retention into the Organization.

SUPERVISION

The JPO will be under the direct supervision of the Head of Nutrition, HIV and School Based Programmes (SBP) and under the overall supervision of the Head of Programme. Both supervisors are International Staff with Fixed Term appointments. The JPO will participate in the weekly team meetings and the weekly Programme Unit meetings to enhance his/her understanding of the nutrition, HIV and SBP programmes as well as other programmes implemented by WFP.

TRAINING COMPONENTS

The JPO will have access to and be expected to take trainings related to Project Management, School Feeding, Nutrition, Food Systems, Capacity Strengthening through WFP corporate platform WeLearn and other trainings/ workshops.

The JPO will be involved in various capacity strengthening activities including trainings and will be expected to contribute to the development of relevant training materials to strengthen his/her capacity. They will be also tasked to deliver selected components of trainings as appropriate.

LEARNING ELEMENTS

At the end of the two-year assignment, the JPO should have obtained:

- Very good knowledge of programme coordination and support to nutrition, HIV, school-based programmes; engagement with government and non-government stakeholders.
- Good skills of drafting proposals, reports; analysing policies and operational issues on nutrition, HIV and school-based programmes; developing knowledge products and providing capacity strengthening support to national programmes.
- Familiarity with working with national and sub-national governments and undertaking capacity strengthening activities including advocacy.

- Good general understanding of WFP's overall operations and activities in the region of assignment.

Saving Lives
Changing Lives