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## **Junior Professional Officer (JPO) Programme**

### **Budget & Programming Officer RBN Regional Bureau Nairobi, Kenya**

#### **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 a Junior Professional Officer to fill the position of Budget and Programming Officer with our Budget and Programming Unit based in Nairobi, Regional Bureau.

#### **CONTEXT AND BACKGROUND**

The Budget and Programming function within the Regional Bureau provides essential support to management and Country Offices in the areas of project management, supply chain coordination and budgetary reporting. With WFP needing to ensure the optimal use of given resources a strong planning and analysis function is required. The function liaises with HQ and Country Offices and with other functional units within the Regional Bureau.

#### **GENERAL INFORMATION**

- **Title of Post:** Budget and Programming Officer
- **Grade:** P2
- **Supervisor:** RBN Senior Budget & Programming Officer
- **Unit:** RBN Budget & Programming
- **Division/Country Office:** RBN – Regional Bureau
- **Duty Station:** Nairobi, Kenya
- **Duration of assignment:** Two years

## **DUTIES AND RESPONSIBILITIES**

Under the supervision of the Senior Budget & Programming Officer, the JPO will perform the following responsibilities:

- Support the preparation and review Country Portfolio **budget plans** with an emphasis on compliance with financial policies; reasonableness of cost estimates; consistency with programme activities; cost efficiency; and accuracy of corporate data and final documentation.
- Directly contribute to **supply chain planning and implementation** through participation in the Regional Supply Chain Management Group, and resolving problems and challenges as they arise.
- Monitor **resource utilization** and support country offices to facilitate efficient and maximum utilization of resources during project implementation, appropriate use of advance financing as well as adjusting budget plans to identify and rectify potential fund surpluses and deficits.
- Represent the unit at internal meetings/committees/working groups as required, to obtain and provide information from a budget and planning perspective.

## **EXPECTED OUTCOMES**

- Ability to provide accurate, well justified and reasonable guidance to Country Offices on Country portfolio budgets to ensure their soundness and adherence to WFP financial policies;
- Ability to deliver resource management information to WFP Regional Bureau management and Country Office directors and staff to improve understanding and improve application of best practices;
- Ability to do in-depth analysis and identify actual/potential resources management issues at project/Country Office level, and to advise on corrective action to ensure project budget health and efficient use of resources;
- Ability to problem solve, communicate effectively and work well with a diverse, international team of colleagues;

## **ESSENTIAL QUALIFICATIONS & EXPERIENCE**

- Advanced university degree in Business Administration, Finance, Economics or other relevant field, or first level university degree with additional relevant work experience.
- Two years of relevant working experience in the subject matter, which can include areas such as contributing to the development of budgets; production of planning/budgetary reports or other analytical reports to support management decision making; supply chain and resource management.
- 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, if working for a national entity, by way of interacting with international stakeholders.
- Intermediate level of one, or more, of the following official languages: French, Spanish, Arabic, Chinese, Russian and Portuguese.
- Experience in budget/resource management, and familiarity with supply chain models.

## **SUPERVISION**

The JPO will work under the general supervision of the Senior Budget and Programming Officer, and in close consultation and cooperation with other team members in the Regional Bureau. An annual work plan will be jointly developed at the beginning of the assignment. This work plan will be reviewed, and the incumbent's performance appraised after 6 months and at the end of the assignment. Guidance will be provided on a constant basis and coaching according to a training plan.

## **TRAINING COMPONENTS**

The JPO will receive extensive on-the-job training by colleagues within and outside of the service. The JPO will spend initial months working alongside a more senior member of the team, and will be coached on WFP rules and regulations, project preparation processes and WFP supply chain/programming work. The JPO will receive hands-on internal training on WFP corporate systems (WINGS, Business Objects). During a two-year appointment, training will also include at least one mission to a Country Office and/or Headquarters.

## **LEARNING ELEMENTS**

At the end of the assignment, the JPO should have a very strong knowledge and understanding of:

- How a humanitarian supply chain in a volatile funding environment is organized and planned in a manner that is agile, and simultaneously minimizes redundancies.
- Supply Chain and resource management principles, and the elements required for effective and efficient utilization of resources;
- WFP operations and activities generally, and in particular for the region of assignment;
- WFP programming policies, strategies and procedures, as well as the underlying rules and regulations governing WFP;
- WFP's financial architecture, and how it supports the implementation and financial health of operations;
- WFP's more innovative and effective tools for utilization of resources, including Advance Financing and the Forward Purchase Facility.

At the end of the assignment, the JPO should be able to:

- Apply supply chain and resource optimization principles to manage the effective and efficient utilization of resources, including in an emergency context;
- Apply financial management, project resource monitoring skills;
- Analyse and monitor resource utilization for projects, providing guidance and advice for the optimization of resources in line with WFP guidance and policies;
- Identify the key issues in relevant corporate documents and inter-departmental task forces and meetings and formulate and implement solutions as required.
- Advise WFP Country Offices on key rules, regulations, directives and best practices which govern and support the management of project resources.
- Communicate effectively and facilitate problem solving with a broad and diverse range of staff.