



WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

Junior Professional Officer (JPO) Programme

Partnerships Officer External Partnerships Unit, Sudan Country Office 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 Partnerships Officer with our External Partnerships Unit at the Sudan Country Office based in Nairobi, Kenya.

CONTEXT AND BACKGROUND

The External Partnerships Unit provides essential cross-functional support to the Sudan Country Office from the Sudan Liaison Office in Nairobi. The Unit brings together partnerships, communications, and information management functions and is headed by a Head of External Partnerships. The Partnerships Officer role sits within the Partnerships function. The selected JPO candidate for this role will engage with internal stakeholders as well as donors and UN agencies. They will provide substantial value to WFP Sudan's effective positioning with public, private, and external partners to attract policy support, resources, technical assistance and innovative solutions to advance the work of WFP, especially in the face of the current crisis and scale-up of the WFP Sudan operation. This incumbent for this position will manage a portfolio of donors, under the supervision of the Head of External Partnerships.

GENERAL INFORMATION

- **Title of Post:** Partnerships Officer
- **Grade:** P2

- **Supervisor:** Head of External Partnerships P5
- **Unit:** External Partnerships Unit
- **Division/Country Office:** Sudan Country Office (Liaison Office to Kenya)
- **Duty Station:** Nairobi, Kenya
- **Duration of assignment:** 2 years

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head of the External Partnerships Unit, the JPO will have the following responsibilities:

- Support the implementation of a work plan for an assigned area to enable WFP to identify, develop and strengthen quality partnerships in support of WFP Sudan's objectives.
- Proactively contribute to the management of the assigned partnership portfolio, including partner profiling, data-trends analysis and outreach activities, with the aim to maximize resources, scope of partnerships and leverage policy and technical support for WFP's work.
- Propose options to managers to expand support from existing partners and to scope new funding streams, with the aim to enhance the impact of WFP's work and diversify the resource base.
- Conduct analysis and draft quality briefs in support of outreach opportunities, soliciting inputs from other WFP Sudan technical units to highlight WFP's programmatic offerings to donor countries.
- Draft quality, timely funding proposals and reports, register opportunities on Salesforce and ensure compliance of donor terms and conditions.
- Ensure a consistent flow of information about donor terms/conditions for internal stakeholders by using Salesforce and information management systems, as well as providing inputs for
- internal resource management and pipeline meetings.
- Organize and support donor meetings, missions and subsequent follow-up actions, as required.
- Other ad-hoc tasks and duties as may be assigned by the supervisor.

EXPECTED OUTCOMES

- Timely, quality funding proposals and reports submitted to donors.
- Donor compliance items and tracking of grant requirements are met, as required.
- Salesforce forecasts are updated regularly and as requested.
- Donor cheatsheets, briefs, and info requests are completed on deadline with accurate information.
- Meetings, events, missions are supported and organized as instructed.
- Action points from pipeline, resource management meetings are followed up and completed proactively.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Advanced university degree in International Politics, Development, Economics or other related fields.
- Minimum of two years relevant working experience in a humanitarian or development organisation, government agency, or related field.
- 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.
- 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 work under the general supervision of the Head of External Partnerships P5, and in close consultation and cooperation with other team members in the Unit and wider Country Office teams. 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 Unit. 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 (Salesforce, FACTory). The JPO will have an exposure to learn from the Regional technical teams based in Nairobi.

LEARNING ELEMENTS

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

- Very good knowledge of the how the humanitarian system functions in a corporate scale-up emergency operation, and WFP's contribution to the response in Sudan specifically.
- Good skills in grant management, donor stewardship, compliance and fundraising.
- Familiarity with WFP's corporate structures, systems and tools.
- Good general understanding of WFP's overall operations and activities in the region of assignment.