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

**Regional Monitoring Officer  
Evidence Generation Block  
Johannesburg, South Africa**

### **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 Regional Monitoring Officer with our Regional Office for Southern Africa based in Johannesburg, South Africa.

#### **CONTEXT AND BACKGROUND**

From its base in Johannesburg, the Regional Bureau (RBJ) for Southern Africa supports operations in 12 SADC countries (Angola, Democratic Republic of Congo, Tanzania, Mozambique, Madagascar, Swaziland, Lesotho, Namibia, Zimbabwe, Zambia, Malawi, and the Republic of Congo).

In line with the fast-changing monitoring requirements in an environment of large funding gaps and ongoing organizational strengthening, the RBJ region offers a wide range of opportunities to test and apply new innovative programmatic approaches – including the broadening of transfer modalities, increased focus on resilience-building and national capacity-development. This results in an essential need to promote innovative methods and tools to meet new information needs for evidence-based decision-making. A more strategic approach to monitoring across the region will ensure WFP's ability to demonstrate the performance of its operations and improve Country Strategic Plan design and implementation based on evidence and lessons learned.

In this context, the RBJ Monitoring Unit works closely with the Country Offices (CO) and Headquarters (HQ) to strengthen and promote a culture of use of monitoring findings for better programmatic decisions and corporate accountability.

## **GENERAL INFORMATION**

- **Title of Post:** Regional Monitoring Officer
- **Grade:** P2
- **Supervisor:** Regional Monitoring Adviser
- **Unit:** Evidence Generation Block (VAM, Monitoring and Knowledge Management)
- **Division/Country Office:** Southern Africa Regional Bureau (RBJ)
- **Duty Station:** Johannesburg, South Africa
- **Duration of assignment:** Two years

## **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of Regional Monitoring Adviser, the JPO will have the following responsibilities:

- Support the implementation of the Regional Monitoring strategy, particularly in line with two priority areas - Data Visualisation and Data Analysis - with the overall aim to strengthen Country Office capacities for high quality monitoring and learning to facilitate strategic and programme decision-making.
- Support advocacy for quality monitoring information products and the use of latest data visualisation technology (such as Tableau). Work closely with the regional data coordinator in providing technical support to the CO M&E teams to create outcome trends dashboards through on-site missions and remote assistance.
- Develop basic data analysis, visualization, and quality assurance guidance in consultation with relevant RB Units (VAM, TEC/ Data Coordinator) to be used as reference by CO M&E staff when designing and implementing outcome monitoring studies and surveys.
- Support the establishment of Country Strategic Plans baseline and follow-up studies in priority countries.
- Support the development of country-level monitoring strategy plans based on consultations with WFP management, programme staff and partners including government, NGOs, private sector, and country-level donor community.
- Support Country Offices with the analysis and reporting of monitoring data for management and programme decision-making.
- In close collaboration with the RB reporting unit, conduct technical review of Annual Country Reports for annual monitoring of programme performance across the region; and
- Any other duty assigned that are within the scope of monitoring.

## **EXPECTED OUTCOMES**

- The JPO candidate contributes to WFP's increased focus on monitoring (both process and outcome monitoring) to strengthen the organisation's capabilities to use the vast amount of data it collects for better evidence-based decision making and strengthened accountability.
- The JPO candidate contributes to data analysis to support COs in their programmatic planning and implementation.
- The JPO candidate builds their capacity to be a strong candidate for a fixed term post within WFP, or other UN organisations.

## **ESSENTIAL QUALIFICATIONS & EXPERIENCE**

- Advanced university degree in social science, mathematics, demography, geography, statistics, or another related subject
- Minimum of two years relevant working experience of post-graduate work experience.
- 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
- Fluency in French
- 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 supervised and guided by the Regional Monitoring Adviser. The staff is expected to have some level of independence and good interpersonal communication skills to work across multi-functional teams. Regular weekly meetings take place to discuss the unit's achievements and priorities for the week. The JPO will be in contact with M&E focal points in different Country Offices on a regular basis through telephone conferences and/or face-to-face events including in-country missions.

## **TRAINING COMPONENTS**

At the beginning, the supervisor will prepare a development plan and coach the JPO throughout the entire assignment. The JPO will be exposed to hands-on experience on-the-job – both at Regional Bureau level and support missions to priority countries. During the initial period, missions will be jointly conducted with the Monitoring Advisor, Monitoring Officer, or other WFP staff. In the second year, the JPO is expected to work independently with backstopping support. Training (internal and external) for specific skills will be discussed based on the specific requirements for the position, background, and interest of the JPO.

## **LEARNING ELEMENTS**

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

- Very good knowledge of WFP corporate M&E guidance and tools, M&E procedures in Country Offices for strategic and programme decision-making.
- Experience in partnership-building and national capacity strengthening in M&E
- Good understanding of WFP overall operations and activities in the region, as well as Headquarters and donor priorities