



TERMS OF REFERENCE

Junior Professional Officer (JPO) Programme

Programme Officer Social Protection, Maputo, Mozambique Mozambique Country Office, RBJ

Background

The World Food Programme (WFP) is the largest humanitarian organization addressing global hunger and promoting food security and nutrition. By providing food and cash assistance to more than 86 million people in need WFP contributes to achieve the vision of a Zero Hunger world together with its partners. Its Strategic Plan aligns WFP's work with the 2030 Agenda for Sustainable Development and covers the period 2017–2021.

While WFP's mandate clearly articulates humanitarian and development responsibilities, the organization's comparative advantage and long experience call for prioritization of emergency, life-saving and development-enabling work that benefits the poorest and most marginal people. The Sustainable Development Goals require moving beyond saving lives to changing lives, focusing first on the people in greatest need, not just in least-developed countries but universally throughout the world.

We are currently seeking for a Junior Professional Officer to fill the position of Programme Officer – Social Protection with our Country Office in Maputo, Mozambique.

Brief description of the Mozambique Country Office

Mozambique, with an estimated population of 25.8 million people, is classified as a low-income, food-deficit country, ranked 180 out of 188 countries on the Human Development Index. Mozambique is one of the most disaster prone countries in the world; while the southern and central regions regularly experience droughts, floods occur every two to three years along the major river basins and in poorly drained urban settlements. The regularity of these events perpetuate a cycle of vulnerability and emphasize the need for adequate disaster preparedness, prevention and management.

The majority of the population of Mozambique is not covered by basic non-contributory social protection mechanisms. The last National Poverty Assessment (IOF report 2014-2015) confirmed economic growth has not been translated into a proportionate reduction of poverty, and that large differences in well-being remain between different socio-economic income groups and geographic areas. This implies that social policies are becoming increasingly critical from both welfare and political economy perspectives.

Positively, the Government of Mozambique recognizes that a renewed focus on and expansion of Social Protection Programmes is needed to protect consumption, enhance resilience and ensure social and economic development for the most vulnerable and has therefore recognized Social Protection as a key tool to ensure sustainable development in policy documents such as the National Development Strategy (ENDE) 2015 -2035, the Five Year Government Plan (PQG) 2015-2019 and the recently endorsed national Social Security Strategy II (ENSSB II) 2016-2024.

Under its new Country Strategic Plan (CSP) 2017-2021, WFP's overall objective in Mozambique is to support the government in achieving the Sustainable Development Goal (SDG) 2 – End hunger, achieve food security and improved nutrition and promote sustainable agriculture). Based on national development priorities, WFP Country Strategic Plan (CSP) 2017-2021 aims to support long-term recovery and resilience and contribute to addressing the underlying causes of food insecurity and malnutrition in Mozambique.

More specifically, under CSP Activity 2 and in a context of high vulnerability to natural disasters, WFP support aims at reinforcing government capacity to improve access to social protection for the population affected by natural disasters by strengthening the capacity of SP programmes and systems to respond to natural disasters and climate change effect, and eventually increase communities' resilience.

WFP is supporting the Ministry of Gender, Children and Social Action (MGCAS) in operationalizing the National Strategy for Basic Social Security (ENSSB II) 2016-2024. In a context of high vulnerability to climate change and natural disasters, WFP support is focused on strengthening government capacities to improve access to social protection (SP) for the population affected by natural shocks. Thanks to its experience both in SP and humanitarian assistance, WFP is well placed to support MGCAS and the National Institute of Social Action (INAS) in making SP programmes more shock-responsive and foster harmonization between MGCAS and the National Institute for Disaster Management (INGC).

Intense tropical cyclones Idai and Kenneth made landfall in Mozambique on 14 March and 25 April 2019 respectively. Over 2 million people were provided with life-saving relief food assistance by WFP since March across all affected Provinces. Social Protection is playing a key role in the recovery phase, transitioning from humanitarian relief to longer-term, government-owned social assistance. WFP has been supporting MGCAS along with social protection partners (World Bank, UNICEF, ILO) in the design and implementation of a social protection recovery strategy in the post-emergency phase. In addition, during the 2019/2020 lean season WFP in Mozambique will provide cash-based assistance to more than 400,000 beneficiaries in the form of cash, value and commodity vouchers, some of which using national Social Protection schemes.

As of 2019 WFP's presence in Mozambique included a total of some 400 staff located in the Country Office in Maputo and the following Sub Offices:

- Chokwe Sub Office (for Gaza and Inhambane Provinces);
- Beira Sub Office (for Sofala and Manica Provinces);
- Tete Sub Office (for Tete Province);
- Chimoio Sub Office (for Manica Province);
- Nampula Sub Office (for Nampula Province);
- Quelimane Sub Office (for Zambezia Province);
- Pemba Sub Office (for Cabo Delgado Province).

General Information

- **Title of Post:** Programme Officer Social Protection
- **Supervisor:** Head of SP Unit
- **Unit:** Programme Unit
- **Country:** Mozambique
- **Duty Station:** Maputo (with travel to the field as needed)
- **Duration of assignment:** Two years

Duties and responsibilities

Under the overall guidance of the Deputy Country Director/Head of Programme, and the direct supervision of the Head of SP Unit, the JPO will be responsible for the following duties:

- Support the Head of SP unit in the coordination of SP technical assistance activities as well as SP programmes implementation, in line with WFP global guidance and government priorities including the ENSSB II;
- Ensure post-Idai Social Protection recovery interventions are efficiently documented, lessons are collected, analyzed, and disseminated, and good practices are embedded within the design and implementation of government's and WFP's programmes;
- Promote synergies within WFP Mozambique Country Office between SP and Resilience/Climate Change as well as other CSP Activities, particularly Activity 3 (Emergency Response), Activity 4 (School Feeding) and Activity 5 (Nutrition) in line with relevant WFP policies and strategies;
- Assist in all matters related to effective WFP implementation of SP activities, including the programming of resources, project monitoring, field visits, analysis and reporting;
- Support SP monitoring and evaluation, including output/outcome data collection and reporting, preparation of annual country reports (ACR) and other ad hoc donor reports;
- Provide inputs for advocacy and resource mobilisation and partnership development actions regarding Social Protection;
- Contribute to the preparation of accurate and timely reporting on SP programmes and activities that enable informed decision making and consistency of information presented to stakeholders;
- Keep abreast of SP related research, studies, lesson learned and best practices; disseminate relevant information and support application of knowledge and sustainable innovation in the field;
- Perform other duties in addition to the above responsibilities, commensurate with background and experience, to be identified by the WFP Deputy Country Director/Head of Programme.

Expected Outcomes

At the end of the assignment, the JPO is expected to have produced the following outcomes:

- Annual costed workplan between WFP and MGCAS/INAS;
- SP M&E Framework
- Technical reports/evaluations on SP programmes implemented by WFP with INAS
- Regular reports, internal and external briefings, sitreps and ad-hoc reports on SP activities
- Effective cooperation with other Units within CO as relevant;

Qualifications and experience

Education

Advanced University degree or University degree with experience and training/courses in one or more of the following disciplines: international development, economics, social sciences or related fields.

Work Experience

At least 2 years progressive post graduate professional experience in programme/project design, management, coordination, monitoring & evaluation in development settings.

At least an exposure to Social Protection policies and/or programme design/implementation, and/or delivery systems

Key Competencies

- Sound knowledge of programme/project cycle, resource management, humanitarian principles and tools, and transfer modalities;
- Ability to explain projects and operations to counterparts and to communicate with Government and partners clearly and effectively, both orally and in writing;
- Ability to translate understanding of programme principles and policies into relevant, effective, and context specific approaches;
- Good networking skills and capacity to build and maintain professional contacts;
- In-depth understanding of WFP program, objectives and strategic priorities.
- General knowledge of UN system policies, rules, regulations and procedures
- Ability to establish priorities, plan, coordinate and organise own work plan
- Understanding of political dynamics and policy decision making procedures.
- Solid organizational skills including attention to detail and multitasking skills

Working Languages

Proficiency in written and spoken English.

Working knowledge of Portuguese highly desirable (alternatively Spanish or Italian)

Supervision

At the beginning of the assignment, the JPO and the supervisor will discuss responsibilities, objectives and outputs. After a short initial phase of familiarization with the country, the office and the activities, the JPO will gradually take up more responsibilities as described above. Her/his achievements will be periodically reviewed, and constant guidance will be provided by the supervisor, in order to oversee the development and overcome problems.

Training components

At the beginning of the assignment, the supervisor and JPO will discuss expected role and outcomes. The supervisor will coach the JPO throughout the entire period of assignment, expecting the JPO to become more and more independent. The JPO will be exposed to hands-on experience both at the Country Office and through support missions to sub-offices. During the initial period, such missions will be jointly conducted with other WFP staff. In the second year, the JPO is expected to work fairly 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.

The incumbent will be provided with:

- Reading materials relevant to Social Protection, WFP Country Strategic Plan and Integrated Roadmap implementation;
- Exposure to the programme through meetings and field visits.
- Will be involved in project work, which will include developing concept papers, developing initiatives and preparing project reports.

Learning Elements

At the end of the two-year assignment, the JPO will enjoy:

- Full understanding of project cycle planning as well as implementation of WFP activities in the context of the new Country Strategic Plan and IRM. S/he will become familiar with WFP corporate policies and procedures regarding Social Protection and related areas (CBT, school feeding, nutrition, market access, gender & protection, M&E).

- Enriched knowledge and experience on innovative approaches for food assistance modalities, such as Shock-Responsive and Adaptive Social Protection, electronic payment modalities (e.g. mobile money), climate-sensitive public works,...
- Good practice in effectively liaising and coordinating with other UN agencies and with Country Office staff as well as with Government counterparts.
- General understanding of WFP overall operations and activities in the region of assignment.

BACKGROUND INFORMATION

General description of the WFP Mozambique Activities: WFP Country Strategic Plan can be consulted at this link:

<https://documents.wfp.org/stellent/groups/public/documents/eb/wfp291593.pdf>

Living conditions in Maputo, Mozambique

Maputo is the national capital of Mozambique and located on the coast of the Indian ocean. The city is very pleasant and offers a wide range of facilities. As Mozambique's largest city, Maputo has all the amenities for a comfortable and enjoyable life. The housing market is healthy but relatively expensive, with a wide selection of apartments and houses for rent. WFP has a compound in Maputo offering good quality and affordable accommodation to WFP and UN staff. There are several private clinics that provide quality healthcare and many banks and ATMs to meet financial needs. Maputo has several open food markets and a good number of large international supermarkets that sell food and household goods. Prices of basic commodities and goods are not necessarily low and quality is sometimes questionable, but you can easily buy all that you need to live in Maputo. There are cinemas, several nice bars and restaurants and many discotheques for entertainment. Maputo is only one to two hours by car away from Swaziland and South Africa. Security conditions in Maputo are generally good and comparable to other big cities.

Saving Lives Changing Lives



TERMS OF REFERENCE

Junior Professional Officer (JPO) Programme

External Partnership Officer

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. The mission of WFP is to help countries achieve Zero Hunger. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need. We are currently seeking for a Junior Professional Officer to fill the position of External Partnership Officer with our Regional Bureau for East Africa located in Nairobi, Kenya.

General Information

- **Title of Post:** External Partnership Officer
- **Supervisor:** Head of Partnerships
- **Unit:** Partnerships Team
- **Country:** Kenya
- **Duty Station:** Nairobi
- **Duration of assignment:** Two years

Duties and responsibilities

Reporting to the Regional Head of Partnerships, the JPO will have the unique opportunity to influence WFP's future role in the region and to ensure that, by working with others, WFP delivers real results for the millions of people in the region who face food insecurity.

The External Partnerships Officer will support regional engagement with International Financial Institutions, UN agencies, inter-regional bodies, governments, and other external partners and maintain current relationships, identify opportunities for new engagements, and support RBN engagement in key fora.

Key responsibilities across the area of positioning, partnering and resourcing include:

- Provide support to a dynamic and diverse partnership portfolio of Member States, UN agencies, the World Bank and African Development Bank, private sector, IGAD and other partners; maintain effective relationships to keep them informed on important, strategic operational issues and represent WFP's interests.
- Support the strategic positioning of WFP with partners as a leader in food security and nutrition in the region and strengthen WFP's narrative on key issues such as climate, innovation and the humanitarian-development nexus.

- Advance WFP's regional partnerships and identify opportunities for new or stronger partnerships with governments, International Financial Institutions and UN agencies such as FAO, UNEP, UNHABITAT, UNHCR and UNICEF, through close coordination with programme colleagues and other teams.
- Advance WFP's engagement with the World Bank and African Development Bank at regional and country-level.
- Provide support to WFP's high-profile innovation work in the region and support Country Offices scale-up innovations that provide the greatest impact for WFP beneficiaries.
- Support WFP Country Offices in the region engage strategically with donors and other partners and assist the preparation of Country Office partnership and resource mobilization strategies.
- Support the efforts of WFP Country Offices in the region to diversify funding streams, including through new thematic funding opportunities in the areas of climate financing, school feeding and other resilience and development-oriented interventions.
- Maintain relations with regional donors and ensure they are informed on important operational issues; assist in monitoring donor policies, trends, preferences and conditions of contributions with respect to reporting/purchasing/deadlines, and other related aspects;
- Provide quality input for Regional Director engagement with Member States, UN agencies, host governments, IGAD and other partners on the strategy, design, relevance and impact of programmes, to advocate for WFP's work.

Qualifications and Experience required:

Education

Advanced university degree in Law, Political Science, International Development, Economics, Journalism, International Relations, Communications or other relevant field, or First University degree with additional years of relevant work experience.

Experience

At least 2 years of postgraduate progressively responsible professional experience in a relevant field of work, with a background in international humanitarian and development work. Experience in inter-agency coordination fora.

Knowledge & Skills

Ability to translate political positions and agreements into meaningful operational outcomes. Sound theoretical understanding of international humanitarian and development concepts and principles with a broad knowledge of best practices, techniques and processes. Understanding of political dynamics and foreign policy decision-making procedures. Strong partnerships and communications skills. Familiarity with UN policies, WFP operations and the East and Africa region is desirable.

Languages

Working knowledge of English (proficiency/level C) and intermediate knowledge (intermediate/level B) of another UN official language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (WFP's working language).

Supervision

The incumbent will be working under the direct supervision of the Head of Partnerships. An annual work plan will be drawn at the beginning of the assignment. This work plan will be reviewed, and the performance appraised after 6 months and at the end of the assignment. Guidance will be provided on a constant basis and coaching according to the training plan.

Training components

- Coaching in partnership and resource mobilization policies, strategies and principles;
- Coaching in WFP rules and regulations, budgetary issues and project preparation process;
- External training in diplomacy, advocacy and negotiations skills;
- Training on appeal processes and preparation of effective resources mobilization funding proposals;
- Hands-on internal training in WFP corporate systems;
- Familiarity with donor international cooperation principles and priorities through self-study and contacts with partner representatives, both in Rome and in donors' capitals.

Learning Elements

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

- be fully knowledgeable of WFP's partnership resourcing policies, strategies and mechanisms, as well as the underlying financial rules and regulations;
- have acquired thorough understanding of various partners' cooperation principles, interests and dynamics;
- be able to prepare partnership mapping and strategies in specific areas;
- be able to produce appealing resources mobilization proposals, tailored to the donors' specific needs;
- be familiar with WFP operations in his/her geographical area of responsibility and should be knowledgeable of the WFP project preparation and implementation cycle;
- have acquired efficient partner scoping and negotiating skills;



TERMS OF REFERENCE

Junior Professional Officer (JPO) for Programme Policy Officer Sri Lanka Country Office - WFP Regional Bureau Bangkok

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. We are currently seeking for a Junior Professional Officer to fill the position of Programme Policy Officer for Gender based in our Sri Lanka Country Office under the Regional Bureau Bangkok.

Background

Sri Lanka, with a population of 20.3 million people, has seen a significant improvement in its social and economic status over the past decade¹. The nationwide nutrition assessment (2012)² found 19.6 percent of children under five years of age with acute malnutrition, one of the highest level in the world only behind Djibouti and South Sudan (Global Nutrition Report 2016.) The high levels of acute malnutrition were found across the 25 districts surveyed in 2012, ranging between 14-35 percent.

In the most recent survey (2015) amongst pregnant women³, the prevalence of low Mid-upper-arm circumference (MUAC) below 23 cm was found in 1 in 5 women (18%). Besides the poor maternal nutrition situation as mentioned above, the incidence of low birth weight (LBW <2500 g) is found in more than 1 in 10 new borns (18%) in Sri Lanka, indicating a vicious cycle of malnutrition and the need for improved maternal nutrition.

The causes of undernutrition are multifaceted with a range of immediate, underlying and basic causes. Women's empowerment is considered crucial for improving nutrition outcomes. According to the Gender Gap Report 2016, Sri Lanka's gender equality ranking declined from 84 in 2015 to 100 out of 144 countries in 2017, showing an increasing gender gap. The report highlights that despite high educational attainment and access to public health by Sri Lankan women, low economic and political participation are major contributing factors for declining gender equality.

Sri Lanka is also vulnerable to recurring climate shocks such as floods, landslides, and droughts, which further undermines the socio-economic status of the affected population. More women in Sri Lanka (31 percent) are engaged in the agricultural sector as compared to men (25 percent), making them even more vulnerable to the impact of climate change.

The National Strategic Review of Food Security and Nutrition (2017) reported that in order to achieve a sustained improvement in the nutrition situation in the country, an enabling environment to promote and implement nutrition and gender responsive programmes to address malnutrition at household and community levels is required, especially in consideration that more than a quarter of the households are headed by women due to the end of the almost 30 years of conflict.

Furthermore, these nutrition-sensitive interventions could and should be exploited as a platform to deliver nutrition specific interventions such as social behaviour change communication (SBCC) and awareness raising activities.

¹ MDG report

² National nutrition and micronutrient survey (2012)

³ Preliminary findings: National Pregnant and Lactating Women Survey (2015)

In this context, WFP is seeking to promote gender equality and the empowerment of women. We believe our mission of fighting global hunger worldwide can only be achieved if women, men, girls and boys are equal in terms of opportunities, access to resources and services, and participation in decisions. We believe that healthy and educated women are the cornerstone of development in their families, communities and countries, and the most effective resource for expanding food security for the next global generation.

A primary responsibility of the WFP's Country Office is to ensure that gender is mainstreamed throughout all WFP's programmes with actions that strongly support in nutrition challenges in particular. WFP supports national, local and regional food security and nutrition plans. To this end, it partners with other United Nations agencies – most recently with UNFPA on a joint food assistance and nutrition project - plus international organizations, non-governmental organizations, civil society and the private sector to enable people, communities and countries to meet their own food needs.

WFP's Country Strategic Plan for 2018-2022 provides the framework for WFP's operations and its role in achieving a world with zero hunger. It continues WFP's focus on food assistance for the poorest and most vulnerable women, men, boys and girls.

And as part of WFP's new Gender Policy, the Asia and Pacific Gender Implementation Strategy 2016 was developed by the Bangkok Regional Bureau and has provided the basis for the Sri Lanka Country Office to establish a Gender Results Network and a gender action plan, which support the implementation of the Country Strategic Plan.

General Information

- **Title of Post:** Programme Policy Officer
- **Grade:** P2
- **Supervisor:** Deputy Country Director
- **Unit:** Programme
- **Country:** Sri Lanka
- **Duty Station:** Colombo
- **Duration of assignment:** Two years

Duties and Responsibilities

Under the direct supervision of the Nutrition Officer and the Gender Result Network Focal Point, and in consideration of the nutrition sensitive, multi-sectoral approach of the Sri Lanka Country Office activities, including support to fortified foods, the JPO will perform the following responsibilities:

- Support the Country Office (CO) in the implementation of the programme policy activities as per the Sri Lanka Country Strategic Plan, with a sharp focus on climate resilient projects with linkage to nutrition and gender.
- Provide project management support in compliance with WFP standards and procedures to the Country Office programmes and projects, ensuring main-streaming of climate, gender and nutrition activities such as rice fortification and private sector, and a coordinated, partnership approach in interventions within WFP, and in consultation with relevant Government authorities and UN agencies.
- Support efforts aimed at enhancing the mutually reinforcing relationship between climate/resilience building activities, good nutrition and gender equality through various programming initiatives and events carried out in collaboration with partnering UN agencies, including UNFPA on a joint initiative to improve access to information and services on sexual and reproductive health, enhanced health, nutrition and food security of women and girls in Sri Lanka.
- Play a strong role in Country Office partnership efforts, by collaborating and supporting WFP Sri Lanka with UN agencies, private sector, government donors NGOs and Civil Societies on partnership initiatives including resource mobilisation and visibility activities including liaison with the Sri Lanka Scaling Up Nutrition Private Sector Network (SUN Business Network).
- Perform other related duties as required.

Expected Outcomes

- Climate resilient activities, nutrition and gender will be mainstreamed throughout all WFP's programmes, activities and actions that support the CO in addressing food and nutrition challenges.
- The capacity of the CO projects, staff and counterparts to respond to food and nutrition security will be strengthened.
- Partnership with various entities and visibility will be enhanced.

Qualifications and Experience

- University degree in Business/Public Administration, International Affairs, Economics, Nutrition/Health, Agriculture, Gender Studies, Social Sciences or other field relevant to international development assistance.
- At least two years of relevant professional experience.
- Knowledge in nutrition would be an asset.
- Skills in training organization/management and experience in capacity building relating to gender equality and social inclusion would be desirable.
- Proficiency in Windows, MS Office (Word, Excel, Power point, Outlook)
- Competencies: Cognitive Capacity, Teamwork, Action Management, Innovation, Partnering, Client Orientation.

Languages

- Working knowledge of English (proficiency/level C) and intermediate knowledge of another UN official language (Arabic, Chinese, French, Russian and Spanish). Knowledge of Sinhalese or Tamil is an advantage.

Training Components

WFP applies the 70-20-10 (on-the-job; coaching; formal training) rule for all training and development activities of staff. Relevant online training opportunities are provided in the WFP website for staff. Supervision and regular feedback are tools used to build staff capacities. Furthermore, WFP encourages all staff to take advantage of the facilities provided by the organization and will provide functional specific training in coordination with the Regional Bureau and Headquarters.

Learning Elements

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

- Very good knowledge of nutrition and health combined with gender sensitive programmatic approaches in Sri Lanka, including social behavioral change communications, family planning, Gender Based Violence and women's empowerment.
- Skills in provision of capacity strengthening and technical advice, including with government counterparts such as Ministry of Health and Ministry of Women and Child Affairs.
- Heightened capacity in monitoring and evaluation and advocacy/resource mobilization.
- General understanding of WFP overall operations and activities in the region of assignment.

Background Information

Apart from WFP, the United Nations in Sri Lanka consists of many of its agencies such as UNDP, UNICEF, UNFPA, UNHCR, UNOPS, UN Habitat, UN Women, UNESCO, IOM, ILO and UNDSS.

WFP has its Country Office in Colombo with Satellite Offices in Mannar, Mullaitivu, Monaragula, Matale, Batticola districts.

There are 52 staff working in WFP Sri Lanka presently with units such as Programme, Supply Chain, Admin, Finance, IT Operations, Human Resources and Communications.

Feeding Lives, Changing Lives, Feeding Dreams



WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

Junior Professional Officer (JPO) Programme

Junior Professional Officer, Purchase for Progress (P4P) PDPF, World Food Programme, Rome

ABOUT WFP

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. We are currently seeking for a Junior Professional Officer to fill the position of Programme Officer, Purchase for Progress with our P4P division based in Rome, Italy and in a Country Office.

CONTEXT AND BACKGROUND

With the launch of Purchase for Progress (P4P) in 2008, the World Food Programme (WFP) began exploring ways of using its food purchases to help develop staple crop markets and spur improvements in smallholder agriculture. The recently ratified Sustainable Development Goals identify support to smallholder farmers and agricultural markets as a critical element of ending hunger, achieving food security and improved nutrition and promoting sustainable agriculture.

WFP's demand for food and food system services can be a direct and indirect driving force towards the achievement of zero hunger, contributing to inclusive agricultural growth, sustainable social and economic transformation and food security. Under this context and building on the lessons learned through the P4P pilot and other related initiatives, Currently, WFP is strengthening these efforts through work to build stronger linkages between P4P and other programmes, including the activities related to the new policy on local and regional procurement. The new policy will enable WFP to boost its local, regional, and pro-smallholder procurement increasingly integrating procurement and programme elements to contribute towards Zero Hunger. The P4P unit works to build stronger linkages between P4P concept and other programmes and simultaneously to deepen and strengthen technical and operational work providing systematic guidance and technical backstopping to the field.

The JPO/Programme Officer will support these efforts by providing programmatic support to country offices, establishing programmatic linkages, and supporting operational partnerships.

GENERAL INFORMATION

- **Title of Post:** JPO
- **Supervisors:** P4P Global Coordinator and Senior Programme Policy Officer
- **Unit:** PDPF
- **Country:** Italy
- **Duty Station:** HQ Rome and a country office
- **Duration of assignment:** Two or three years

DUTIES AND RESPONSIBILITIES

Under the overall guidance the P4P Global Coordinator, and the direct supervision of the Senior Programme Policy Officer, the JPO will perform the following responsibilities:

Programme:

- Keep track and maintain records of CSPs design and implementation focusing on Strategic Result 3 (smallholders) and 4 (food systems) and provide assistance on moderately complex issues to ensure that P4P programmes are consistent with WFP policies and Smallholder Agricultural Market Support (SAMS) Guidance;
- Support the implementation of WFP's local and regional food procurement policy;
- Support the programme unit as needed as they undertake a strategic and operational review of WFP's pro-smallholder initiatives and programmes;
- Travel to the field as necessary;
- Any other duties as required.

Knowledge Management:

- Assist in developing and refining the internal communications and knowledge sharing strategy and plan, utilizing WFP's corporate document management systems and communication tools and processes;
- Collect lessons learned, best practices and proven innovations in programme design, implementation, monitoring and reporting from Country Offices, Regional Bureaux and Headquarters.
- Support the design of the KM architecture for improved access, use and dissemination of latest information and knowledge generated in the Internal Audit unit;
- Assist in maintaining the communications channels supporting the roll-out of the internal communications and knowledge sharing: disseminating announcements, engaging with the user communities; posting and updating documentation, user guides, image galleries; and other channels as appropriate;

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Advanced University degree or University degree with experience and training/courses in one or more of the following disciplines: Economics, Political Sciences, Social Sciences or related field.
- 2 years of post-graduate, progressively responsible, job related experience in official development assistance, implementing or overseeing programmes.
- Fluency in English
- Proficiency in Windows, MS Office (Word, Excel, PowerPoint, Outlook)
- Behavioural competencies such as Action Management, Client Orientation, Cognitive Capacity, Innovation, Partnering and Teamwork..
- Willingness to travel to remote regions, if necessary, on short notice.

DESIRABLE REQUIREMENTS

To perform the wide range of tasks and excel in this position, the ideal candidate would also possess:

- 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.

- WFP's international professionals are required to serve in different locations around the world during the course of their career (including in hardship duty stations); willingness to be mobile would maximise opportunities for long-term retention into the Organization;

TRAINING COMPONENTS

The incumbent will be exposed to WFP related operations, internal coordination mechanism and collaboration between several programme unit. S/he will learn how to support the implementation of smallholder market support activities. S/he will learn and understand how to mainstream gender considerations into ongoing projects/programmes. S/he may also benefit from WFP management training offered by the organisation. Briefing on the project will be provided, including its history and present status. Background materials will be provided, including samples of reports. Opportunities for exchange visits or attending WFP workshops are also possible.

LEARNING ELEMENTS

After the first year, the incumbent will be able to:

- Design/review country office activities plan related to smallholder market support;
- Have a sound knowledge of P4P and SAMS Programme and related challenges;
- Have a sound knowledge of farmers' organisations trading issues and market access;
- Effectively communicate about P4P assistance, beneficiaries needs and stakeholders' roles;
- General understanding of WFP overall operations and activities in the region of assignment.

After the second year, the incumbent will be able to independently:

- Conduct field and training missions to support country office implementation of the SAMS activities;
- Support knowledge management in country offices including the process of identifying, documenting and disseminating lessons learnt.

Saving Lives
Changing Lives



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TERMS OF REFERENCE

Junior Professional Officer (JPO) Programme

Programme Officer, Emergency Preparedness (IR-PREP) Emergency Division (OSE) Rome Italy

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking for a Junior Professional Officer to fill the position Programme Policy Officer, Emergency Preparedness.

Brief description of WFP Emergency Division

The Emergency Division (OSE) has a key leading role in ensuring WFP continues to further excel in its effective leadership and management of (pre-emptive) emergency responses. OSE provides operational oversight and surge capacity and supports Regional Bureaus and Country Offices to strengthen regional and national capacities for preparedness and disaster management. OSE equips WFP with platforms, systems, tools, partnerships and capacities to ensure highly effective leadership and management of emergency operations and pre-emptive responses to emergencies adhering to the humanitarian principles.

Key focus areas include:

1. Enhanced Preparedness based on integrated risk analysis and improved tools and systems to ensure timely and coordinated pre-emptive emergency responses
2. Provision of coordinated strategic and predictable operational support to the field
3. Increased pool of trained emergency responders in WFP, partner organizations and Government counterparts
4. Strategic Partnerships and leadership in inter-agency fora

One of WFP's tool to support preparedness is the **Emergency Preparedness and Response Package (EPRP)**. It is a practical and action-oriented tool that guides WFP Country Offices in progressively matching their emergency preparedness and response capacity against the risks identified in a country of operation. The EPRP process provides action-oriented guidance and embodies the principles of "early warning – early action" as well as "wheels up, no regrets" approach and is supported by WFP's mechanisms for providing funds for emergency preparedness through the Immediate Response Account for Preparedness [IR-PREP] process. The IR-PREP fund provides adequate resources through the Immediate Response Account (IRA), the only dedicated funding mechanism for preparedness and readiness augmentation

activities in WFP, to be available at any time to fund exceptional preparedness activities when no alternative is available.

To enable the swift implementation of early actions, pre-emptive response and efficiently mitigate negative impacts at country level, WFP in 2018 alone, approved over 20 requests from different crisis countries and allocated over 5 million USD to successfully assist with preparedness actions in collaboration with Governments and partners. The implementation of early actions and pre-emptive response saves lives, protects livelihoods from shocks, and protects longer term development gains by increasing the resilience of local communities.

General Information

- **Title of Post:** JPO Programme Officer – Emergency Preparedness (IR-PREP)
- **Grade:** P2
- **Supervisor:** Programme Policy Officer
- **Unit:** Preparedness
- **Duty Station:** Two years in WFP Headquarters in Rome, Italy¹
- **Duration of assignment:** Two years, subject to satisfactory performance. Extension for a third year will depend on availability of financial resources and the candidate's performance.

Duties and responsibilities

Under the direct supervision of a Programme Policy Officer the JPO will perform the following duties:

- Assist in managing the Immediate Response Account for Preparedness (IR PREP)
- Maintain and monitor the IR PREP tracker
- Support Country Offices and Regional Offices in drafting IR PREP proposals (including budgets)
- Liaise with the Operational Support and Surge Team and the Early Warning Unit in OSE on risks and preparedness actions identified in IR PREP proposals
- Compile reports on the use and impact of IR PREP projects and make recommendations
- Monitor and support Country Offices in the implementation of IR PREP including field mission as/when required
- Assist the Training Unit in the design and delivery of preparedness related specific simulations
- Engage in and compile good practice/ lessons learned to inform improved preparedness and emergency response.
- Contribute to the development and implementation of relevant operational guidelines and tools.
- As/when required carry out research on a variety of emergency related issues, including surge, preparedness, early action, response etc.
- Provide inputs for (emergency) reports as/when required in support of a common operational information.

¹ Depending on the sponsoring country

- Prepare accurate, comprehensive, and timely reports and other visual materials on units' activities including trends to support informed decision-making and consistency of information presented to the stakeholders.
- As/when required support and maintain partnerships with counterparts, including government and national organizations, UN agencies, NGOs and private sector to share operational knowledge contributing to coordinated operations.
- Other tasks as required.

Expected Outcomes

- Providing timely and sound support to the field on any issues related to risk analysis and preparedness
- Monitoring of early actions that enhance preparedness and mitigate the impact of a risk.
- Timely preparation of relevant documentation in support of emergency preparedness.
- Timely preparation of reports, guidance materials and/or other analytical material.
- Surge capacity provided to the field (on need basis)

Qualifications and experience

- Advanced University degree or University degree with experience and training/courses in one or more of the following disciplines: economics, international affairs, nutrition/health, agriculture, social sciences or other field relevant to international emergency preparedness.
- 2 years post graduate, progressively responsible, job related professional experience is required, with preferred 1 year field experience
- Fluency in English
- Proficiency in Windows, MS Office (Word, Excel, PowerPoint, Outlook)
- Competencies: Cognitive Capacity, Teamwork, Action Management, Innovation, Partnering, Client Orientation. Strong communication skills, strong negotiation skills and problem solving approach, high standards of ethics and values.
- Willingness to travel.

Desirable requirements

To perform the wide range of tasks and excel in this position, the ideal candidate would also possess:

- 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.
- WFP's international professionals are required to serve in different locations around the world in the course of their career (including in hardship duty stations); willingness to be mobile would maximise opportunities for long-term retention into the Organization;

Supervision

S/he will work under the guidance of and report to the Programme Policy Officer and under the functional responsibility of the Chief of Preparedness. The incumbent will be required to undertake significant travel within region of responsibility.

In order to achieve the outcomes herein described, the supervisor will set clear deliverables, with matching key performance indicators that all for the JPO to track progress and report on achievements in a way that is documented.

Training components

The JPO will be fully integrated in Preparedness Unit of the Emergency Division and involved in the day-to-day operations. Training will be provided mainly through on-the-job experience, including attending meetings, and researching and drafting documents. The JPO will also be able to self-train using WFPs WeLearn), which offers learning opportunities in various areas of WFP, including but not limited to emergency preparedness and response, programme areas (incl. nutrition, CBT etc.) and supply chain. S/he will be offered possibilities to participate in professional trainings relevant to the incumbent's professional profile – such as FASTER - as agreed with the supervisor.

Upon arrival, the JPO will receive a comprehensive briefing and background documents and will be introduced to the relevant working counterparts within and outside WFP.

Learning Elements

The incumbent will learn how to conduct conceptual risk analysis, identify preparedness and early actions related to a risk, design preparedness plans considering relevant programme areas. The incumbent will be deployed to WFP operations, as/when required and learn hands on.

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

- General understanding of WFP overall operations and activities both from an HQ perspective and that of the country/region of assignment (in case of 3rd year)
- Very good knowledge of WFPs tools, procedures and systems related to emergency preparedness and response
- Ability to advise on and implement a relevant preparedness measures that consider relevant programme and supply chain elements
- Obtained in depth knowledge and increased practical experience regarding the implementation of preparedness and emergency operations in the field
- Increased sound understanding of WFP's strategic position in the UN system and its road map toward zero hunger and sustainable development goals.



TERMS OF REFERENCE

Junior Professional Officer (JPO) Programme

Finance Officer (Cash Based Transfers), WFP HQ, Rome Business Development and Cash-Based Transfers, Corporate Finance Division, FINB

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking for a Junior Professional Officer to fill the position of "Finance Officer (CBT) with our "Business Development and Cash-Based Transfers Unit under the WFP Corporate Finance Division in WFP HQ, Rome.

Brief description of the Hiring Division/Country Offices/Regional Bureau

In support of WFP's global scale up of cash-based transfers, the Finance function through the FINB unit is developing corporate tools and guidance, and providing day-to-day assistance to Country Offices. As these tools and guidance mature, they are shared with Finance staff worldwide through various capacity-building activities aiming at enabling staff in using them independently and effectively to design and implement cash-based transfer operations.

General Information

- **Title of Post:** Finance Officer (CBT)
- **Supervisor:** Chief, Business Development and Cash-Based Transfers, FINB
- **Unit:** Business Development and Cash-Based Transfers, FINB
- **Country:** Italy
- **Duty Station:** Rome
- **Duration of assignment:** Two years

Duties and responsibilities

Under the overall supervision of the Chief, FINB or senior designate, the JPO will perform the following responsibilities:

- Through engagement with all relevant stakeholders, develop an understanding of the WFP modus operandi in the area of Cash Based Transfers.
- Review current WFP's financial policies, procedures and business process flows in order to understand functional roles and responsibilities in the CBT business process model.
- Support corporate finance and Cash-Based transfer strategies by contributing to further development and update of policies, procedures and innovative CBT assessment and risk management tools.
- Familiarise him/herself with currently available financial assessment tools such as the Macro and Micro Financial Assessments as well as the Financial Service Provider

Capacity Assessment in order to offer technical support and guidance to the Country Offices in applying these tools.

- Participate in unit's financial risk diagnostic activities aiming at identifying potential common issues and gaps and identifying ways to address these risks, including considering best practices in payments industry.
- Along with other unit's staff, participate in key CBT cross-functional initiatives and discussions representing finance function in order to proactively contribute to embedding efficiency and value for money in CBT business processes, guidance materials and reporting tools.
- Support capacity building of finance and non-finance staff in Regional and Country Offices through contributing to establishment of training and guidance materials, development of e-learning courses, webinars and topical presentations.
- Undertake TDYs, support and/or oversight missions to the RBs and COs as part of the FINB or a cross-functional CBT team aiming at testing the compliance with CBT related policies and procedures.

Expected Outcomes

- Develop good understanding of WFP' strategic goals and business practices and how the role of a Finance Officer contributes to achieving organizational objectives.
- Though continues on-job learning, actively contribute to the development of new innovative tools and guidance to be shared with Finance and other functional staff WFP-wide, while also gaining an insight into the WFP technical requirements and CBT related business processes.
- Offer CBT technical competencies and knowledge gained though work in FINB to WFP field offices, including engagement into CBT related capacity development activities delivered by WFP to its counterparts such as local Governments and NGOs.
- Actively apply the knowledge and technical expertise in practice while undertaking TDYs and assignments to the Country Offices.

Qualifications and experience

- Advanced University degree in Finance, Economics, Business Administration, Accounting or related fields, or First University degree in the same subject(s) with additional years of related work experience
- At least 3 years of postgraduate progressively and solid professional experience in finance with great independence and analytical responsibilities.
- job related experience in financial services industry is an advantage.
- Proficiency in Windows, MS Office (Word, Excel, Powerpoint, Outlook)
- Competencies: Cognitive Capacity, Teamwork, Action Management, Innovation, Partnering, Client Orientation.

Working Languages

Working knowledge of English (proficiency/level C) and intermediate knowledge (intermediate/level B) of another UN official language (Arabic, Chinese, French, Russian and Spanish).

Supervision

The Incumbent will work under Market Engagement team of the Business Development and Cash-based Transfers Unit (FINB) at Headquarters as part of multinational team comprising various categories of staff.

The JPO will directly contribute to the goals and objectives of the WFP Corporate Finance Division by actively participating in the activities set through a unit's workplan with agreed targets and within the agreed timeframe. Each member of the unit has a detailed yearly workplan with a list of individual outputs and respective KPIs used to measure the progress for each work plan activity. The review of individual performance assessment is made regularly through unit's all staff meetings as well as individual bilateral discussions to ensure that individual priorities are set in line with staff members capacities and capabilities and that adjustment are made to achieve agreed results.

Training components

The JPO will be expected to undertake a combination of e-learning and class-room based courses. The e-learning courses include: external CBT cross functional course, Macro Financial Assessment course, Micro Financial Assessment course, CBT Special Account course.

It is also anticipated that the JPO will be enrolled into the FO orientation training conducted by the FIN Division to obtain overall knowledge of financial management aspects in WFP.

Learning Elements

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

- Very good knowledge of WFP CBT business processes and functional requirements
- Good knowledge of WFP financial policies, procedures and practices.
- Familiarization with duties and responsibilities of the Finance Officer in WFP
- Understanding of WFP practices in the area of financial risk identification and management as well as procurement of financial services for CBT