



**World Food
Programme**

**Programme
Alimentaire
Mondial**

**Programa
Mundial de
Alimentos**

**برنامج الأغذية
العالمي**



UNITED NATIONS WORLD FOOD PROGRAMME
EXTERNAL AND INTERNAL VACANCY ANNOUNCEMENT 2017

DATE OF ISSUE: 16.10.2017

DEADLINE FOR APPLICATIONS: 05.11.2017

Requisition Number: ID 64703

Job Title: Sr. Programme Associate

Contract: Service Contract SC

Grade: G 7

Duty Station: Libya CO outposted in Tunis

Duration: 6 months

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. 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.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area.

Language: Fluency in both oral and written communication in the UN language in use at the duty station and in the duty station's language, if different.

ORGANIZATIONAL CONTEXT

These jobs are found in Regional Bureaux (RBs), Country Offices (COs), Area/Field Offices (AOs/FOs). The job holders typically report to a Programme Policy Officer or Head of Field Office. At this level, job holders are responsible for technical work including the planning, implementation and co-ordination of activities that require thorough understanding of programme/project context, issues and ability to apply a range of guidelines/practices. They independently handle a wide range of specialized programme or policy support activities and may be involved in analytical work. Work performed typically has a substantial impact affecting other parts of the programme. Job holders demonstrate initiative in the identification and resolution of a wide range of issues/problems, and effectively handle unforeseen situations. They may act as technical focal points in the area of vulnerability assessment and analysis. Job holders set objectives, resolve wide-ranging issues and unforeseen problems, supervise and coach a team of support staff within an area of responsibility.

JOB PURPOSE

To provide effective coordination and specialized support to a full range of policy and programme activities that effectively meet food assistance needs.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Provide specialized expertise and contribute towards the development of project activities, plans and processes within the specific technical area of work ensuring alignment with wider programme policies and guidelines.
2. Provide efficient coordination and specialized project management support to a range of specific and/or defined programmes to ensure that the various activities are performed within the established targets following WFP's policies and procedures.
3. Within the specific area of responsibility, prepare a variety of elaborated reports and substantial data analysis (e.g. food assistance needs, resource utilization, programme status, performance) and make recommendations to supervisors, ensuring deliverables adhere to corporate standards and quality control.
4. Lead and ensure accurate, timely recording of data within the specific technical area of work (e.g. assistance programmes, food security and vulnerability assessments) and consistency of information presented to stakeholders.
5. Coordinate and liaise with internal counterparts on a range of complex matters to enable effective collaboration, implementation and monitoring of ongoing project activities.
6. Foster relationships and support partnership-building with local partners, agencies, NGOs and government institutions to perform accurate food security analyses and to ensure efficient delivery of food assistance.
7. Support the capacity building of WFP staff, cooperating partners and national government within a specific technical area.
8. Act as an escalation point for complex query resolution on all matters within the area of responsibility.
9. Manage a team of support staff, providing advice, guidance and training, to ensure individual and team objectives are delivered to agreed standards and deadlines.
10. Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy needed resources to affected areas at the onset of the crisis.

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Coaches team in the most effective ways to communicate WFP's Strategic Objectives to WFP team and partners in the field.
- Be a force for positive change: Implements new methods or tools to improve team's work processes and productivity.
- Make the mission inspiring to our team: Maps team's activities and tasks to specific successes in beneficiary communities to showcase positive impact.
- Make our mission visible in everyday actions: Explains to teammates how each unit contributes to the overall WFP mission.

People

- Look for ways to strengthen people's skills: Identifies skill development opportunities such as training modules or on-the-job experiences for self, colleagues and direct reports.
- Create an inclusive culture: Facilitates team building activities to build rapport in own unit.
- Be a coach & provide constructive feedback: Facilitates the pairing of junior colleagues with coaches within own team.
- Create an "I will"/"We will" spirit: Proactively anticipates potential challenges and develops mitigation plans to ensure that team meets goals and targets.

Performance

- Encourage innovation & creative solutions: Identifies opportunities to be creative in own work and to help team be more innovative and accurate in their respective tasks and areas of work.
- Focus on getting results: Monitors team's deliverables and provides feedback to ensure outcomes are delivered consistently and accurately.
- Make commitments and make good on commitments: Provides accurate guidance to team on expected responsibilities and tasks, whilst also upholding own commitment to the team.
- Be Decisive: Sets an example and provides guidance to junior team members on when to escalate issues when faced with challenging issues in the workplace or in the field.

Partnership

- Connect and share across WFP units: Facilitates partnerships with other WFP units to accomplish missions in the field.
- Build strong external partnerships: Sets an example and provides guidance to team on how to build relationships with external partners.
- Be politically agile & adaptable: Articulates to colleagues or direct reports the value of contributing to other WFP teams and agency partnerships in fulfilling WFP's goals and objectives.
- Be clear about the value WFP brings to partnerships: Organizes, monitors, and prioritizes own and team's efforts to ensure that they will fulfil the needs of internal and external partners.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Programme Lifecycle & Food Assistance	Demonstrates ability to identify key variables and contextual factors that affect food assistance problems and programmes throughout the lifecycle to inform quality programme design or re-design.
Transfer Modalities (Food, Cash, Vouchers)	Demonstrates ability to analyse and consolidate quantitative and qualitative information from different sources (e.g., market studies) to inform transfer modality selection and programme development.
Broad Knowledge of Specialized Areas	Demonstrates the ability to interpret basic data in the context of WFP specialised fields to contribute to technical programme design, implementation and monitoring.
Emergency Programming	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
Strategic Policy Engagement w/Government	Understands and applies basic principles of engagement with government counterparts at the national or local level.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has participated in implementing technical programs (i.e. nutrition, etc.).
- Has implemented programmes with increased level of responsibility.
- Has provided input to policy discussions.

DEADLINE FOR APPLICATIONS

Deadline: 5 November 2017 11:59 PM CET



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External candidates should apply to the position by creating an account on WFP website by clicking on the below link:

https://career012.successfactors.eu/career?career_company=C0000168410P&lang=en_GB&comp any=C0000168410P&site=&loginFlowRequired=true

Internal candidates should follow the below link to apply:

<http://newgo.wfp.org/services/e-recruitment>

Internal candidates should access E-Recruitment through wfp.go and then choose careers by clicking on the drop down list beside Home Tab.

WFP is an equal opportunity employer. Qualified female candidates are encouraged to apply. Please note that WFP does not charge fee at any stage of the recruitment process. Only qualified candidates will be contacted. This vacancy is open to nationals of Tunis or candidates having a residency and work permit in the country.