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Junior Professional Officer	
<b><i>External Partnerships Officer</i></b>	
World Food Programme	<b>Deadline for Applications: 10 May 2015</b>

## I General information

<b>Title:</b>	External Partnerships Officer
<b>Country:</b>	Italy
<b>Location (City):</b>	Rome
<b>Agency:</b>	United Nations World Food Programme
<b>Unit:</b>	Rome-based Agencies and the Committee on World Food Security (PGR)
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**Note:** This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

**PLEASE READ THE CRITERIA AND FAQ SECTION CAREFULLY BEFORE CONSIDERING APPLYING**

## II Duties, responsibilities and Output Expectations

### General

PGR was created effective 1 February 2013 to take charge of relations with the three Rome-based agencies (RBAs) – WFP, FAO and IFAD – and the Committee on World Food Security (CFS). Under WFP's new strategic framework, Fit for Purpose, all units are charged with establishing and maintaining sound partnerships with other UN agencies, NGOs, universities, research institutions and think tanks. PGR's vision is to further WFP's hunger mandate by promoting, deepening and facilitating RBA collaboration at global, regional and country levels. Its overall role is to coordinate the collaborative efforts of the RBAs from a WFP perspective, to keep abreast of and help to shape strategic, policy and operational developments in this regard, ensure interactive information-sharing among the RBAs and within WFP, and ensure that WFP senior management, particularly relevant Directors and Regional Directors, are kept informed at all times.

### Duties and responsibilities

Under the overall guidance of the PGR Director and the direct supervision of the External Relations Officer, the incumbent will perform the following responsibilities:

- Contribute to strengthening of on-going partnerships with the RBAs at global, regional and country-level;
- Assist in maintaining effective relations with relevant RBA counterparts and keep them informed on important, strategic operational issues of WFP;

- Analyse current RBA policies, strategies and programmes as well as activities and events that may impact on WFP activities and programmes; keep WFP senior management informed of critical issues;
- Provide assistance to senior management participation in RBA/CFS governing body meetings and high-level events, including through drafting of briefs, talking points and correspondence;
- Participate in RBA/CFS governing body meetings as well as other high-level events and operational meetings and report on issues of relevance to WFP: prepare quick readouts and final reports for senior management and circulation, as appropriate;
- Coordinate WFP positions for discussion in relevant RBA meetings to ensure that WFP policies are properly reflected in inter-agency documents and decision making processes;
- Assist in sharing information with WFP colleagues at HQ, regional and country-level on new and ongoing RBA collaborative initiatives through PGR knowledge management products, such as regular newsletters;
- Liaise with the Communication Division to plan and implement the PGR communication plan;
- Assist in coordinating with in-house units and keep informed on areas of shared priorities among the RBAs such as the post-2015 development agenda, nutrition, resilience, P4P and food losses and waste as well as any other relevant area of collaboration;
- Keep informed on key global processes and thematic areas of discussion relevant to WFP and provide support to engage with the RBAs as appropriate;
- Liaise with in-house data collection and reporting units to analyse and complement data on RBA joint programmes and collaboration in the field;
- Perform other related duties as required.

### **III Training component: Learning elements and expectations**

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

- Sound knowledge of relevant global policy processes, including the post-2015 development agenda, Financing for Development, disaster risk reduction, climate change, and global food and nutrition security policies, strategies and tools, including those of the Rome-based and other UN agencies and the Committee on World Food Security;
- General understanding of food and nutrition security debates within the broader international community
- Sound understanding of UN/RBA governance bodies, mechanisms and procedures
- General understanding of WFP overall operations and activities in the field
- Strengthened inter-personal and negotiating skills

The JPO training programme includes the following learning elements:

- JPO Induction briefing at WFP Headquarters in Rome, Italy (WFP, the JPO Unit, HR/Contract and entitlements, induction to the specific functional area)
- JPO Seminar (one week) at WFP Headquarters in Rome, Italy (Increase knowledge of WFP and its main programme and activities, new initiatives)
- JPO Training Budget to improve specific skills/competencies identified
- The JPO position includes a Duty Travel and Training Allowance (DTTA) of \$ 4,000 per year which may be used for learning activities related to the assignment and personal career development

### **IV Supervision**

**Title of supervisor:** External Relations Officer

#### **Content and methodology of supervision**

Following an introduction to the work of PGR and introductory meetings with relevant policy, programme and partnership colleagues, a work plan will be established with the JPO, identifying unit priorities and JPO learning opportunities. As time and learning increase on RBA and CFS matters, the

JPO is expected to take lead, with clear outputs, on some activities. The JPO will on a daily basis report to the supervisor on ongoing activities, challenges and new emerging opportunities. The supervisor and PGR Director will provide performance feedback in line with WFP's corporate performance appraisal system.

## V Required Qualifications and Experience

### Education

Advanced University degree with experience and training in one or more of the following disciplines: International Relations, Political Sciences, Communication or other relevant fields

### Working experience

Preferably 2 to **maximal** 4 years of professional progressively responsible, job related experience in International Development, Governance, External Relations/Communication or other relevant field.

### Languages

Excellent written and oral skills in English is required. Intermediate knowledge of another UN official language (Arabic, Chinese, French, Russian and Spanish).

### Key competencies and technical skills

- Ability to conceptualize issues, think in abstract term; strong oral and written communications skills;
- Good analytical skills, ability to work in multi-cultural environment, good inter-personal skills;
- Ability to plan and organize work programme;
- Ability to work with minimum supervision under own initiative; tact ,
- Ability to work harmoniously with people of different cultural and national background; demonstrated problem solving skills;
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- Ability to work under pressure.
- Good interpersonal skills
- Ability to work in a team in a multi-cultural context;
- Proficiency in MS Office (Word, Excel, PowerPoint, Access, Outlook).

## VI Background information

### World Food Programme ([www.wfp.org](http://www.wfp.org))

Building a world with zero hunger

WFP is the world's largest humanitarian agency fighting hunger worldwide. Each year, on average, WFP provides food assistance to more than 90 million people in 80 countries. In emergencies, we get food to where it is needed, saving the lives of victims of war, civil conflict and natural disasters. After the cause of an emergency has passed, we use food to help communities rebuild their shattered lives. WFP is part of the United Nations system.

To learn more, watch the video outlining our mission.

<http://www.wfp.org/videos/fighting-hunger-worldwide>

## VIII How to apply

Go to:

<http://i-recruitment.wfp.org/vacancies/15-0017679>

Step 1: Create your online CV.

Step 2: Click on "Description" to read the requirements and "Apply" to submit your application.

Closing date: **10 May 2015**

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.

