



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

Programme Policy Officer (Humanitarian Principles and Access) Programme Unit, PRO-P

TERMS OF REFERENCE

CONTEXT AND BACKGROUND

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. WFP is well known for its ability to deliver food assistance rapidly to people in need. In order to respond effectively in the challenging contexts in which WFP operates, staff require sound knowledge of the fundamentals of emergency and transition programming, as well as skills in specialized areas. The Emergencies and Transitions Unit has been charged with leading efforts related to the humanitarian principles and Access both strategically and operationally in support to regional bureaux (RBx) and country offices (COs). These efforts also support WFP in enhancing its capacity to improved programming, evidence-based strategic decision making to address humanitarian access constraints.

In this context, PRO-P is seeking for a Junior Professional Officer to fill the position of Programme Policy Officer-based in Headquarters- who can support the corporate approach to access. Specifically, the JPO will support the development of activities detailed in the unit workplan and toolkit development while support the overall efforts of the Unit at a strategic level and technical support to Regional Bureaux and Country Offices.

GENERAL INFORMATION

- **Title of Post:** Programme Policy Officer (HDP operationalization)
- **Grade:** P2
- **Supervisor:** under the overall supervision of the Head of Access and the functional supervision of the Programme Policy Officer (Access specialist).
- **Unit:** Programme unit
- **Division/Country Office:** Emergencies & Transitions (PRO-P)
- **Duty Station:** Rome, Italy
- **Duration of assignment:** Two years

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Head of Acces, the JPO will have the following responsibilities:

- Support WFP's Corporate Approach to Access through contributing to the implementation of activities and through the facilitation of coordination groups (TAC/DAG)

- Support monitoring and evaluation of access related initiatives and other reporting and information/communication flow
- Support the design and the development of an Access toolkit to support implementation of Country/regional access strategy
- Provide technical assistance both remotely and through on the ground support to selected CO to test new Access guidelines and tools
- Help organize and facilitate workshop and other capacity development as necessary
- Continuously and proactively monitor and evaluate the political, economic, social and humanitarian situation for developments affecting humanitarian access to inform WFP response
- Support the implementation of Access data project to enhance measurement of access constraints and their impact on WFP operations in collaboration with other functional units
- Participate in learning events and activities to build the knowledge on WFP staff in Humanitarian Principles and Access;
- Other related duties, as required.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Master's degree in Humanitarian Affairs, Disaster Risk Management, Human Rights/IHL, or other relevant degree.
- Two years of relevant working experience in the subject matter.
- Fluency in English both written and oral.
- Fluency in a second UN language with preference for French and Spanish.
- Excellent proficiency in Windows MS Office (Word, Excel, PowerPoint, Publisher);
- Behavioural competencies: organised and able to multi-task, working with people, willingness to do other tasks as required

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 ngo/organization.
- 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;

SUPERVISION

The JPO will be supervised directly by the Head of Access but work on a daily basis with Access officers with whom the JPO will have a functional reporting line. In addition, the he/she will work together with the WFP staff both in and outside the Unit.

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 headquarters and field level. Training (internal and external) on Humanitarian access, humanitarian negotiation, emergency response and IHL will be sought based on the background, the interest and the necessary skills to develop his/her competencies.

LEARNING ELEMENTS

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

- Very good knowledge of Humanitarian Access Approach in WFP and mechanism to mitigate humanitarian constraints.
- Be able to support Regional Bureaux and Country offices to develop, implement and monitor access strategy
- Strong understanding of how WFP's programmatic tools can be adjusted and developed to ensure they work effectively in protracted crisis contexts
- Strong knowledge of global coordination mechanism to collectively address access constraints including group such as the Global Access Working Group, IASC and NGO forum.
- Good general understanding of WFP's overall operations and activities.

Saving Lives
Changing Lives