



TERMS OF REFERENCE

Junior Professional Officer (JPO) Programme

Operations Officer, Rome (Italy)

Office of the Senior Director of Operations

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking for a JPO to fill the position of Operations Officer within the Senior Director of Operations Office of WFP's Headquarters in Rome, which oversees WFP's operations globally.

A brief description of the Senior Director of Operations Office

The office of the Senior Director of Operations Office oversees the Supply Chain Division (SCO), which covers the planning, procurement and delivery of safe and quality food, goods and services, and the Emergency Preparedness Division (EME), that helps the organization lead, prepare, partner and respond to current and future emergencies. The JPO will be exposed to as many different areas and departments as possible and will provide a wide range of support to the Senior Director of Operations who reports to the Deputy Executive Director (DED).

General information

- **Title of Post:** Operations Officer (JPO)
- **Supervisor:** Senior Director of Operations
- **Unit:** Office of the Senior Director of Operations
- **Country:** Italy
- **Duty station:** To ensure that the JPO has an in-depth knowledge of WFP's work, s/he will be stationed at headquarters (Rome, Italy) for two years.
- **Duration of assignment:** Two years, subject to satisfactory performance. The extension for a third year either in HQ or in a country office, will depend on the candidate's performance and the availability of financial resources.
- **Level:** First year P2 step 1, second year P2 step 2.

Duties and Responsibilities

Reporting directly to the Senior Director of Operations, the JPO will have the following responsibilities:

1. Produce in-depth country briefs with a focus on conflict, security, economic overview with a regular cadence on the countries of strategic interest to the Senior Director.
2. Support the Senior Director in his interactions with the Executive Board and other WFP bodies that he is a member or in his duties as Officer in Charge for the Department. These may include:
 - Providing background documentation
 - High-level talking points
 - Creation/coordination of presentations
3. Carry out analyzes and conceptual work by preparing detailed reports identifying opportunities for improvement within WFP operations.

4. Support SDO in building and maintain productive partnerships mostly at the operational level and collaborate with counterparts in the key supply chain and emergency functions and cross-functional operational alignment.
5. Support SDO in managing less complex supply chain operations, in compliance with the established supply chain strategies, policies, procedures and controls, and following corporate standards.
6. Support SDO to contribute to emergency preparedness actions and support emergency responses.
7. Prepare accurate, comprehensive and timely reports and visual materials on operations activities including trends to support informed decision-making and consistency of information presented to the stakeholders.
8. Other attributions depending on the needs.
9. Be deployed to field operations as an operations officer as needed and requested by the Senior Director of Operations.

Expected results

The JPO will be involved in activities that will produce the following results:

- Clear and concise analytical documents, letters and briefs to provide senior management with well-documented and timely information.
- Effective and documented monitoring of the performance of WFP operations.
- Appropriate and timely support is provided to WFP operations.

Desired qualifications and experiences

- Advanced University degree or First University degree with additional years of related professional experience and/or training in one or more of the following disciplines: international relations, political science, development studies, logistics, humanitarian assistance, economics, or in a related field.
- At least three years of post-graduate work experience with progressive responsibilities in the humanitarian and development sectors at the international level.
- Experience in conducting analytical and conceptual work in support of operations in a large multicultural institution would be an asset.
- Strong writing, analysis and research skills (qualitatively and quantitatively).
- Other skills:
 - A real sense of human relationships, team spirit and the ability to work in a multicultural environment.
 - Cognitive skills, teamwork, action management, problem solving, partnership, service oriented.
 - Availability for frequent field trips.

Linguistic aptitudes

Fluency (level C) in English and French. Intermediate knowledge (level B) of a third official UN language (Arabic, Chinese, Russian, Spanish) would be an asset.

Supervision

The JPO reports directly to the Senior Director of Operations. S/he works closely with his colleagues in the Unit, the SCO and EME divisions. SDO and the members of SDO office will mentor the JPO and assist him/her in carrying out all relevant aspects of his work during his first months of assignment, so that he/she can gain experience and confidence in the essential tasks of the team and gradually assume increasing responsibilities.

Specific assignments will also be defined based on the successful candidate's work history, experience and skills, as well as the organizational needs. Using WFP's performance management tools, a detailed work plan will be developed and updated throughout the assignment period. A well-supported formal assessment of professional performance will be

carried out on a periodic basis (every six months), and related observations will be frequently reported informally, as needed.

Expected outcomes

At the end of his two years of employment, the JPO should:

- Have acquired a very good knowledge of WFP operations.
- Gained in-depth knowledge and practical experience to address logistical issues in and outside the humanitarian operations framework at headquarters.
- Have experience in writing documents and reports for different audiences.
- Have demonstrated an ability to conduct effective research and communicate results.
- Have a proven ability to work successfully in an inter-agency and diverse work environment.
- Gained a solid understanding of WFP's strategic position in the United Nations system and its roadmap for achieving the goals of fighting hunger and of sustainable development.