

# Job Title: Programme Officer Consultant

Requisition # 105924 - Posted 25/06/2019 - Short Term Monthly - Europe, Western - Italy - Rome - (English) - OTHER

**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**

**JOB TITLE:** Programme Officer  
**TYPE OF CONTRACT:** Consultant  
**UNIT/DIVISION:** OSEF/Global Food Security Cluster  
**DUTY STATION (City, Country):** Rome HQ  
**DURATION:** 06 months

## BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

Programme Officer within the Global Food Security Cluster (gFSC), which is co-led by FAO and WFP at Rome, Italy; and reportable to the WFP Senior Programme Policy Officer. Will provide general programme guidance and operational support to the gFSC. Will Directly support gFSC Senior Management in overseeing the Information Management workstream within the gFSC. Will be actively involved in contributing towards gFSC reporting and evaluation activities and will take the lead in drafting documents. Will take a lead role in preparation of the gFSC 3-year strategic work plan. Will take the lead in finalising the gFSC operational manual.

## ACCOUNTABILITIES/RESPONSIBILITIES:

- Oversight and management assistance of gFSC Information Management workstream;
- Assist gFSC Senior Management with the drafting of project documents, reports and budgets;
- Manage or oversee preparation and dissemination of timely analytical and critical reports,
- Serve as focal point for WFP performance monitoring and accordant reporting;
- Maintain updated briefing papers of gFSC activities;
- Contribute towards gFSC reporting requirements;
- Serve as a member of a geographic support team member and provide operational support to country-clusters;
- Conduct back-stopping/surge support missions to countries when required;
- Contribute to various information management and communications tasks and products to include assisting in updating the gFSC website, newsletter, social media and dashboard;
- Contribute to gFSC core training and retreats to include those for Food Security Cluster Coordinators, Information Management Officers and global partners;
- Contribute towards organizing meetings and teleconferences with partners and Food Security Cluster Coordinators;
- Contribute towards gFSC human resource processes
- Take the lead role in the preparation of gFSC 3-year strategic work plan
- Perform any other work as may be required

## DELIVERABLES AT THE END OF THE CONTRACT:

1. Effective management and oversight of the gFSC Information Management workstream;
2. High levels of support to various Information management and communication tasks and products;
3. High-quality preparation/drafting of documents, reports and budgets;
4. Finalisation of the new 3-year strategic work plan;
5. Finalisation of gFSC work manual;
6. Updated register of gFSC briefing notes and documents;
7. Proper levels of gFSC support provided to designated geographic area/countries;
8. Effective surge deployment to country office(s) as required;
9. Proper WFP performance monitoring and accordant reporting;
10. Properly maintained and update register of briefing papers/notes;
11. Proper level s of support given to gFSC training and retreats with specific focus on Information Management;
12. Timely and efficient organisation of meetings and teleconferences with partners and FSC country office level staff;

## QUALIFICATIONS & EXPERIENCE REQUIRED:

**Education:** Masters' Degree in Business/Public Administration, Social Science or an appropriate field of study.

**Experience:** Minimum 5 years of experience in humanitarian affairs; with at least 2 years in relief/humanitarian coordination and Information Management.

**Knowledge & Skills:** Ability to communicate effectively orally and in writing; ability to draft high-quality level reports and documents; ability to cope with pressure; flexibility in adapting to different needs required.

**Languages:** English; and proficiency in a second U.N. official language (preferably French)

**Terms and Conditions**

WFP offers a competitive compensation package which will be determined by the contract type and selected candidate's qualifications and experience.

Please visit the following websites for detailed information on working with WFP.  
<http://www.wfp.org> Click on: "Our work" and "Countries" to learn more about WFP's operations.

Deadline for applications: 8 July 2019  
Ref.: VA No. 105924