



**World Food
Programme**

**Programa
Mundial de
Alimentos**

Assistant Programme Policy Officer

Location: Brasília, Brazil

Type of Contract: Service Contract

Duration of Contract: 06 months (renewable)

Level: SB-4/1

Number of positions: 02

Application deadline: April 19th , 2020

Background

Are you interested in international organizations and humanitarian work? Do you have experience in international development and project management? Do you want to know how can you contribute for the Sustainable Development Goals?

If yes, this opportunity is for you.

At WFP Centre of Excellence against Hunger in Brazil, we are looking for talented professionals to join our Programme team in Brasilia. As Assistant Programme Policy Officer, you will work under the general supervision of the Centre's Director and reports directly to the Head of Programme. In this position you are expected not only to provide specialised programme and policy support to senior management, but also to assist project development and mid-level management services, ensuring high quality, accuracy and consistency of work.

About the Centre of Excellence against Hunger

WFP Centre of Excellence against Hunger in Brazil is a global hub for South-South Cooperation and capacity development in the areas of school feeding, food security and nutrition. It is an innovation that seeks to respond government demands for technical support to strengthen their national capacities and knowledge on sustainable school feeding and other food security programme and to support them in the design and implementation of these programmes. For more information, visit <https://centrodeexcelencia.org.br/en/>.

About the World Food Programme

WFP is the largest humanitarian agency fighting hunger worldwide. Our mission is to help the world achieve Zero Hunger in our lifetimes. Every single day, we work 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. For more information please go to <https://www1.wfp.org/>.

Duties and Responsibilities

Within delegated authority as Assistant Programme Policy Officer, you will support WFP Brazil in the following duties:

- Provide specialised technical assistance to partner countries through programme and policy analysis and advice in home-grown school feeding, school health and nutrition, social protection and related areas through South-South Triangular Cooperation and capacity development.
- Support readiness of WFP staff and other national partners to prepare for and respond to school feeding and related areas, e.g. through providing capacity support on the ground and remotely.
- Analyse and prepare a range of programme and operational documents to assist partner countries in improving social programmes' design, monitoring, evaluation and implementation.
- Produce material and evidence to subsidize WFP Brazil and other WFP divisions and offices' technical assistance activities and methodologies.
- Develop and coordinate data gathering, monitoring & evaluation, and reporting systems ensuring that rigorous WFP's and donors' quality standards are maintained.
- Lead knowledge production and knowledge management activities to generate evidence and advocacy material for school feeding programmes (e.g.: policy briefs, 2-pagers, webinars, etc).
- Support the identification, development and preparation of potential partnerships, leading to improved food assistance packages and resource mobilisation.
- Liaise with partners and donors to ensure effective collaboration, as well as to guarantee sound planning, timely and accurate reporting on project activities and joint events.
- Other related tasks allocated by the Head of Programme.

Qualifications and experience

Education:

- University degree in International Relations, Public Policy, Political Science, Social Science or International Development. A Master's degree in related fields will be considered an asset.

Experience:

- At least 3 years of professional experience in international development, including at least one of the following topics: South-South Triangular Cooperation, capacity development, school feeding programmes, food security and/or social protection.
- Experience in project preparation, design, management, monitoring, evaluation and reporting of school feeding programs and policies.



- Experience in drafting advocacy, policy and communication materials for an international audience.

Desirable:

- International professional experience, preferably in Africa, Asia and/or Latin American countries;
- Experience in multicultural environments and working with staff from other cultures and background;
- Experience in working with UN agencies, Development Partners, High level authorities, local governments and civil society organizations;

Language:

- Oral and written fluency in Portuguese, English and French is required. Working knowledge of Spanish is an asset.

Competencies:

- Ability to work independently in a timely and organised manner.
- Excellent oral and written communication skills.
- Willingness to explore and experiment with new ideas and approaches in own work.
- Ability to work in a team and multi-task as needed.

The candidate must have Brazilian Nationality or be legally authorized to work in the country.

Functional Capabilities

Capability Name	Description of the behaviour expected for the proficiency level
Programme Lifecycle & Food Assistance	Good practices of programme design, implementation and monitoring.
Knowledge of Specialized Areas	Understands basic technical concepts and data and their relevance to specific programmes.
Emergency Programming	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
Strategic Policy Engagement w/Govt	Understands and applies basic principles of engagement with government counterparts at the national or local level.

Application Procedures

Step 1 - Go to: <http://www1.wfp.org/careers/job-openings> - Register and create your online CV.



Step 2 – Click on - [Assistant Programme Policy Officer](#) - and apply to submit your application.

NOTE: You must complete Step 1 and 2 for your application to be considered.

In the application form, ensure filling the mandatory sections, attaching your CV, answering the pre-screening questions and agreeing on the legal statement before submitting your application.

Selection of candidates is made on a competitive basis on account of potential and performance. All applicants will undergo a process which includes screening against job requirements, a technical test, and a panel interview.

We look for applicants with the highest integrity and professionalism who share our humanitarian values. We commit to promote diversity, gender parity and equality between men and women.

WFP strives to build a work environment that is safe and respectful, and free of sexual harassment and abuse of authority. We believe in open communication, and every individual at WFP is treated with respect regardless of gender, age, ethnicity, religious and political beliefs, etc. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.