

**World Food
Programme****Programa
Mundial de
Alimentos**

Programme Policy Officer

Location: Brasilia, Brazil

Type of Contract: Fixed-Term Appointment, local

Duration of Contract: 12 months

Level: NO-A

Number of positions: 01

Application deadline: 26/02/2023, 23:59 (Rome time)

*Open to Brazilian Nationals only

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/>.

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 and private sector 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/>.

Organizational context

Based in the WFP Centre of Excellence against Hunger in Brazil, the Programme Policy Officer will report to the Head of Programme, while closing coordinating with others heads of Unit.

The Programme Policy Officer will work under close support and guidance of the Head of the Programme and share responsibilities in supervising other staff members and coordinating Programme activities.

Job purpose

To support Programme activities, providing technical assistance to partner countries, coordinating projects within the Unit, planning and supporting staff allocation within the planned activities.

Accountabilities

Within delegated authority, the Programme Officer will be responsible for the following duties:

- Responsible for overall Programme planning, management, implementation and monitoring, based on South-South Cooperation principles and WFP strategic framework;

- Coordinate advocacy and technical assistance activities both in Brazil and in partner countries;
- Negotiate, draft and formalize agreements with donors and other national and international partners;
- Liaise with Brazilian and focus country governments, WFP Country Offices and other partners, ensuring full achievement of activities' goals;
- Carry out advocacy and information related to Programme activities, such as making interventions and presentations in meetings, workshops, seminars, missions etc;
- Supervise the preparation of status and progress reports on Programme Unit activities;
- Supervise, facilitate, monitor and oversee the processing of project documents and project revisions through the entire approval process from inception to approval;
- Develop concept notes, reports, work plans and other documents to support technical assistance activities on school feeding programs in partner countries;
- Supervise, provide guidance, on-the-job training and assistance to support staff;
- Coordinate the preparation of study visits, field visits, high-level missions, events and follow-up actions with countries/WFP;
- Build and manage relationships with key partners and relevant organizations to facilitate the achievement of programme goals in school feeding;
- Maintain strategic relationship with government ministries, providing feedback and disseminating lessons learned;
- Provide inputs for policy papers, recommendations, reports and studies in School Feeding, South-South Cooperation and Food and Nutrition Security Programmes;
- Coordinate Programme Unit management, including budgeting and planning of activities' expenditures in close dialogue with the head of Operations/Administration;
- Prepare and release payments, good receipt notes, service entry sheets and other operations on the Wings system; ensure that quality and satisfactory services are provided to the Programme unit activities;
- Perform other related duties as required.

Qualifications and experience

Education: Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance, or First University Degree with at least 5 years of related work experience and/or trainings/courses.

Experience: At least 5 years of progressive professional experience in international cooperation, development or international affairs. Working experience related to the Brazilian food and nutrition security programmes, including school feeding, family farming, food acquisition programme and south-south cooperation is required. Necessary experience with the UN system for at least 3 years.

Knowledge: Training and/or experience utilizing computers, including word processing, spreadsheet, SAP enterprise and/or other standard WFP software packages and systems. General knowledge of UN system policies, rules, regulations, and procedures governing administration.

Language: Fluency in written and oral communication in English and Portuguese.

Functional Capabilities:

Capability Name	Description of the behaviour expected for the proficiency level
Strategic Policy Engagement w/ Government	Develops thorough recommendations using multiple inputs (e.g., government counsel, research, own experience) to strengthen national or subnational entities and government owned food and nutrition security programmes.

Common standards and expected behaviors



Application Procedures

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

Step 2 – Click on - [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 that includes screening against job requirements, a technical test, a panel interview and a reference check.

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 strongly encouraged to apply.