

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

Vacancy Announcement Assistant Programme Officer

Location: Brasília, Brazil

Application Deadline: 31 October, 2023 (23:59, Rome time)

Type of Contract: Service Contract (SB-4)

Duration: 01 year, renewable (up to 4 years)

Background

The World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. WFP's strategies are to save lives and protect livelihoods in emergencies, prepare for emergencies, restore and rebuild lives after emergencies, reduce chronic hunger and under nutrition, and strengthen the capacity of countries to reduce hunger.

WFP Brazil - Centre of Excellence against Hunger 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.

The Assistant Programme Officer will work under the general supervision of the Centre's Director and reports directly to the Head of Programme. In this position the job holder is expected not only 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.

Duties and Responsibilities

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

1. Contribute to delivering 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 Cooperation and capacity development activities.
2. Support advocacy and policy development strategies, based on South-South cooperation principles and WFP "Changing Lives" development framework;
3. Draft documents to assist project and programme management, as well as partner countries in improving social programmes' design, monitoring and implementation.
4. Prepare accurate and timely reporting on programmes and activities that enable informed decision making and consistency of information presented to stakeholders.
5. Support knowledge management activities to generate evidence and advocacy material for initiatives in home-grown school feeding, school health and nutrition, social protection programmes and related areas (e.g.: technical publications, reports, policy documents).

6. Support the identification, development and negotiation of potential partnerships, leading to improved programme implementation and resource mobilisation.
7. 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.
8. Other related tasks, including procurement and support with travel-related activities.

Qualifications and experience

Education:

- University degree in International Relations, Public Policy, Political Science, Social Sciences, International Development or any other relevant subject. A masters degree in related fields will be considered an asset.

Experience:

- At least 3 years of professional experience in international cooperation or social development, including at least one of the following topics: South-South Cooperation, capacity development, school feeding programmes, food security and social protection.
- Experience in project design, management, monitoring, evaluation and reporting of school feeding, school health and nutrition, social protection programs or related fields.
- Experience in drafting advocacy, policy and communication materials for an international audience.
- International professional experience, preferably in Africa, Asia and Latin American countries is desirable.
- Experience in multicultural environments and working with staff from other cultures and background is an asset.
- Experience in working with UN agencies, Development Partners, High level authorities, local governments and civil society organizations is desirable.

Language:

- Oral and written fluency in Portuguese, English and French.

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.
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 Officer](#) - Apply to submit your application.

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

All applications will be treated with the strictest confidentiality. Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only short-listed applicants will be contacted.

WFP has zero tolerance for discrimination and does not discriminate on the basis of race, gender, religion, colour, ethnic group, age, sexual orientation, other affiliation or HIV/AIDS status. We are committed to diversity and inclusion within our workforce, and encourage all qualified candidates, including persons living with disabilities, to apply to become a part of the organisation.