

Apply

Colombo, Sri Lanka, Dem Soc. Rep. Of

Full time

Posted 4 Days Ago

JR103029

#### DEADLINE FOR APPLICATIONS

1 September 2024 23:59 GMT+05:30 India Standard Time (Colombo)

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

Are you interested in further developing your professional experience while contributing to ending global hunger? Are you passionate about helping those in need? Would you like to join a global organization investing in its people?

If so, an exciting & fulfilling career awaits you!!! Join our diverse and passionate team that works on varied and international projects directly contributing to saving & changing millions of lives around the globe.

#### ABOUT WFP

The United Nations World Food Programme (WFP), a highly prestigious, reputable & world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#).

#### WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the Terms and Conditions section of this vacancy announcement).

#### ORGANIZATIONAL CONTEXT [to be completed by the recruiter]

This position is based in [duty station] and reports to [xxx].

**THE ROLE:** To provide effective specialized support and technical analyses to policy and program activities that effectively meet food assistance needs.

#### KEY ACCOUNTABILITIES (not all-inclusive, nor exhaustive):

1. Provide technical support and assist in the development and implementation of various activities and processes within the specific area of work supporting alignment with wider program policies and guidelines.
2. Provide specialized project management support to specific and/or defined programs to ensure that the various activities are performed within the established targets following WFP's policies and procedures.
3. Within the specific area of responsibility, prepare a range of reports and data analysis (e.g. food assistance needs, resource utilization, program status, performance) and highlight trends/issues ensuring deliverables adhere to corporate standards and quality control.
4. Ensure and/or perform accurate, timely recording of data within the specific technical area of work (e.g. assistance program, food security and vulnerability assessments) and consistency of information presented to stakeholders.
5. Liaise with internal counterparts to support effective collaboration, implementation and monitoring of ongoing project activities.
6. Coordinate and communicate with local partners, agencies, NGOs and government institutions to perform accurate food security analyses and to ensure efficient delivery of food assistance.
7. Support the capacity building of WFP staff, cooperating partners and national government within the specific technical area.
8. Act as a point of contact for resolution of a range of operational queries and problems within a specific technical area of responsibility.
9. Oversee and/or review the work of other support staff, providing practical advice and guidance, to contribute to delivering objectives to agreed standards and deadlines.
10. Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy needed resources to affected areas at the onset of the crisis.

#### QUALIFICATIONS AND EXPERIENCE:

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area.

**Experience:** Six or more years of progressively responsible work experience in the relative business stream with experience in general administrative work.

#### Knowledge and Skills:

- Has worked with technical teams (i.e. nutrition, VAM, etc.).
- Has contributed to implementation of programs.
- Has observed or assisted with policy discussions.

**Language:** Fluency in both oral and written communication in the UN language in use at the duty station and in the duty station's language, if different.

#### MORE ABOUT YOU: [To be completed by Recruiter]

#### ADDITIONAL / NICE TO HAVE: [to be completed by the recruiter]

#### WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

#### REASONABLE ACCOMMODATION

WFP is dedicated to fostering diversity, equity, and inclusion. Our recruitment process is inclusively crafted to welcome candidates of all backgrounds, celebrating diversity and ensuring a respectful environment for all. We aim for an accessible and fair recruitment journey. Should you need any reasonable accommodations or have accessibility concerns, please reach out to us confidentially at [global.inclusion@wfp.org](mailto:global.inclusion@wfp.org). Our DEI team is here to ensure your full participation in our recruitment process.

#### NO FEE DISCLAIMER

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

#### REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- We strongly recommend that your profile is accurate, complete, and includes your employment records, academic qualifications, language skills and UN Grade (if applicable).
- Once your profile is completed, please apply, and submit your application.
- Please make sure you upload your professional CV in the English language.
- Kindly note the only documents you will need to submit at this time are your CV and Cover Letter.
- Additional documents such as passport, recommendation letters, academic certificates, etc. may potentially be requested at a future time.
- Please contact us at [wfp.recruitment@wfp.org](mailto:wfp.recruitment@wfp.org) in case you face any challenges with submitting your application.
- Only shortlisted candidates will be notified.

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP both during their service and within three years of ceasing that service.