

# **Job Title: National Programme Policy Officer (NGO Partnership) NOB-Damascus VA056-2016**

## **Re-advertisement**

Re-advertisement of VA043-2016

## **DEADLINE FOR APPLICATIONS**

**From 29 December 2016 to 12 January 2017**

## **ABOUT WFP**

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. WFP pursues a vision of the world in which every man, woman and child has access at all times to the food needed for an active and healthy life.

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for National Programme Policy Officer (NGO Partnership) NOB, in Damascus. The National Programme Policy Officer (NGO Partnership) will provide support to policy and programme activities that effectively meet food assistance needs. The incumbent is expected to focus on capacity strengthening of partners and development of new partnerships, while providing support to NGO Partnership section activities as well as Programme Unit.

## **ORGANIZATIONAL CONTEXT**

These jobs are found in Headquarters (HQ), Regional Bureaux (RBs) or Country Offices (COs) and job holders report to a more senior Programme Policy Officer.

Job holders operate with a high degree of independence, manage more junior staff to ensure that programme and policy objectives are achieved in full. They are usually involved in a wide variety of programme and policy activities and analytical work, some of which may be of a considerable complexity. At this level job holders are expected to contribute to performance improvement.

## **JOB PURPOSE**

To provide support to policy and programme activities that effectively meet food assistance needs.

## **KEY ACCOUNTABILITIES**

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

1. Contribute towards the development of new projects, plans and processes, ensuring alignment with wider programme policies and guidance.
2. Provide project management support to specific and defined projects, ensuring a coordinated approach with wider programmes that complies with WFP standards and procedures.
3. Research and analyze policy and operational issues to support senior colleagues in the development of policies, programmes and activities.
4. Contribute to the preparation of accurate and timely reporting on NGO and other partnerships that enable informed decision making and consistency of information presented to stakeholders.
5. Liaise with internal counterparts to ensure effective collaboration, monitor ongoing partnerships.
6. Support the identification, development and management of potential partnerships to collaborative working leading to improved food assistance packages.
7. Identify the capacity gaps and support the capacity building of partners (including NGOs, national, and local government) to prepare for and respond to food assistance needs, e.g. through project management support and/or learning initiatives.
8. Oversee partnership and performance evaluation process on biannual basis ensuring that rigorous quality standards are maintained.
9. Provide guidance to support staff, acting as a point of referral and assisting them with analysis and queries.
10. Supervise staff within the section as assigned.
11. Perform any other duties as requested.

## STANDARD MINIMUM QUALIFICATIONS

**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 additional years of related work experience and/or trainings/courses.

**Experience:** Minimum 2 years of progressively responsible post graduate (i.e. after obtaining the first University degree) work experience in project management, or humanitarian assistance, or Finance.

**Language:** Fluency in both oral and written communication in English and Arabic. Ability to translate Arabic to English and vice versa.

## DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

### **Desirable Work Experience:**

- Implementing technical programmes related to food security (i.e. livelihood, nutrition, etc)
- Designing operations or programmes
- Coordinating stakeholders in the humanitarian setting
- Negotiating with NGOs and governments
- Developing capacity building strategies and/or facilitating in training
- Financial management including budgeting

**Other Desirable attributes:** Excellent negotiation, communication, and interpersonal skills. Facilitation skills. Client orientation. Ability to work as a part of a team. Concise and precise writing skills. Analytical skills. Ability to work under pressure and meet deadlines. Multi-tasking skills. Discretion to handle sensitive and confidential information.

**Computer Skills:** Strong skills in Word is required. Strong skills in Excel and experience using SAP programme is an advantage.

## TERMS AND CONDITIONS

Only short-listed candidates shall be contacted.

Candidates must get an auto confirmation email once applying

***Female candidates are strongly encouraged to apply.***

## HOW TO APPLY

### **WFP Staff:**

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=9901&company=C0000168410P&username=>

### **External candidate:**

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=9901&company=C0000168410P&username=>