

Job Title: Business Support Analyst Officer FT NOC VA094-2017

POSTING DATES

From 6 September 2017 TO 20 Septmeber 2017

CONTRACT TYPE & DURATION

Type: Fixed Term contract.

Duration: One year

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works 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.

KEY ACCOUNTABILITIES (not all-inclusive)

Under the direct supervision of the Deputy Country Director (DCD), Support Services, the following duties would be undertaken:

1. Provide comprehensive advice to the Country Office (CO) management and staff on compliance issues and create a viable control environment to support operational efficiency;
2. Facilitate accountability across functional units, prepare comprehensive reports and formulate sound recommendations on required actions in areas of compliance vulnerability including procedural and regulatory amendments;
3. Embed a culture of active performance and risk management practices in the CO and Field Offices (FOs) operations. Ensure sound application of the performance and risk management concepts and tools;
4. Lead the design and follow up on the implementation of the CO performance plan, ensuring alignment with WFP policies and standards. Ensure conduction of the mandated performance reviews;
5. Ensure that risk assessments are undertaken and reported on a regular basis and that risk mitigation actions have been identified and integrated at the appropriate planning level (e.g. CO Annual Performance Plan, etc.). This requires the establishment, annual review and update of the CO Risk Register/Profile;
6. Prepare/organize, facilitate and streamline conduction of the internal control exercises. Facilitate the preparation, submission and documentation of the Assurance Statement and the internal control self-assessment of the CO and the FOs;
7. Assess effectiveness of the internal controls, identify risk areas, assess the potential for fraud and corruption and recommend required actions;
8. Lead the preparation and follow the implementation of the Emergency Preparedness and Response Package (EPRP), as well as major business continuity exercises in the CO and the FOs;
9. Undertake/coordinate necessary management actions of the audit, evaluation and other oversight missions. Follow-up on the implementation of the recommendations including consolidation and submission of the CO inputs;
10. Own, lead and manage the due diligence process and ensure timely completion of the due diligence exercises (e.g. screening, assessment, questionnaire, reports, etc.) in coordination with the concerned functional units/officers;
11. Assess information/training needs, prepare and deliver training, or information sessions for managers and staff in the CO and FOs, to enhance the knowledge on compliance, performance planning, risk management and the internal controls;
12. Act and perform the duties of the Performance and Risk Management Champion (PARC) in the CO for annual performance planning and review, risk management, etc.

13. Provide professional leadership, work direction and support to staff directly supervised, including the completion of their performance appraisals;
14. Perform other duties as requested by the CD and/or DCD, Support Services.

STANDARD MINIMUM QUALIFICATIONS

Education: Advanced University degree in Business Administration, Strategic Management, Social Sciences, Economics, or other related field, or First University degree with additional years of related work experience and/or training/course.

Expereince: Five years or more of postgraduate professional experience in a relevant field of work in compliance, risk, performance management, and business strategies with a background and interest in international humanitarian development.

Language: Fluency (level C) in English language and Arabic language.

KNOWLEDGE & SKILLS

1. Ability to lead, motivate and develop small teams of junior staff.
2. Sound theoretical understanding of compliance, risk and performance management concepts and principals with a broad knowledge of best practices, techniques and processes.
3. Strong analytical skills with the ability to analyze and interpret information and draw out the key messages.
4. Strong oral and written communication skills, able to clearly articulate information.

TERMS AND CONDITIONS

- Please upload your CV in English
- 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 Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=61563&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=61563&company=C0000168410P&username=>