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Description

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.

WFP's Regional Bureau for the Middle East and Northern Africa (RBC), based in Cairo, Egypt, provides strategic guidance, policy/technical support, and direction to WFP operations and activities in 15 countries: Algeria, Armenia, Egypt, Iran, Iraq, Jordan, Lebanon, Libya, Moldova, State of Palestine, Syria, Tunisia, Turkey, Ukraine, and Yemen. These country offices aim to assist roughly one-third of all of WFP's beneficiaries (approx. 30 million) in some of the most critical humanitarian emergencies of our time. RBC is also active in the 'Changing Lives' side of WFP's mandate, helping national governments and local communities improve nutrition, livelihoods, school feeding, social protection, climate, and disaster risk reduction, and other programmes that build resilience and support development.

Responsibilities

1. Liaise with HQ to provide specialized support to country offices (COs) on the use of the United Nations Partner Portal (UNPP) for efficient scoping, vetting, and selection of NGO partners.
2. Provide specialized support to country offices to ensure accurate and standardized procedures for system recognition of partnerships agreements on internal digital platforms (eg WINGs, COMET), in line with existing corporate guidelines and following WFP's policies and procedures.
3. Prepare a wide range of reports and data analysis capturing CO level data on (type of partners, resources allocated, cost analysis, beneficiary figures) and highlight trends/issues.
4. Ensure and/or perform accurate, timely recording of data within the specific technical area of work (e.g., Country Office calls, usability analysis sessions, and capacity assessments) and consistency of information presented to the different stakeholders.
5. Liaise with HQ and the monitoring and evaluation unit to support COs in performance monitoring of cooperating partners that support strategic engagement and meaningful collaboration in the implementation of different activities.
6. Work closely with finance and act as a point of contact for the resolution of a range of operational queries and problems within a specific technical area of responsibility, specifically WINGs and CP payments.
7. Support the engagement and follow-up with COs, including the planning and preparation for regional calls, workshops, and the management of communication channels such as Teams and Yammer.
8. Provide training to COs on specialized areas of support such as UNPP, WINGs, payment processes, etc.
9. Any other duties, as required by the unit.

Qualifications

Education

Programme Associate for Cooperating Partners Management

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Duration of employment

1 Year, Renewable

Industry

Humanitarian & Agriculture

Job Location

Cairo, Egypt

Valid through

04.06.2023

Bachelor's University degree in business administration, data science, political science, or other relevant field related to international development assistance.

Work Experience

Minimum of 3 years in any of these areas; partnerships management, programme implementation, monitoring, and evaluation for a humanitarian or development agency.

- Familiarity with Project Lifecycle
- Transfer Modalities (Food, Cash, Voucher)
- Broad Knowledge of specialised areas (i.e. Nutrition, Vulnerability Analysis & Mapping, etc.)

General knowledge of UN system policies, rules, regulations, and procedures in the area of work in various operational contexts is an asset.

Knowledge & Skills

- Previous experience in information management and data visualisation.
- Experience in Emergency Programming.
- Experience in strategic policy engagement with Government.
- Client-focused and strong networking skills.
- Willingness to travel frequently, including to 'deep field' locations. 30% Travel requirement.
- Excellent written and oral/presentation skills.
- Sound judgment and the ability to extract, interpret, analyse, and format data as well as solve operational problems.

Language

Fluency (level C) in the English language, both oral & written. Intermediate knowledge of French is an asset

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