



<https://jobs.eagmark.net/job/programme-policy-officer-cash-based-transfer/>

## Description

WFP Rwanda works in partnership with the Government and other stakeholders through the direct implementation of integrated programmes targeting the most vulnerable people and will progressively shift towards building national capacity to formulate, manage and implement programmes for achieving zero hunger. In implementing its activities, WFP will bridge the humanitarian–development nexus and leverage its extensive experience and the contributions it has made in Rwanda over many decades in order to achieve five strategic outcomes:

- Refugees and returnees in Rwanda have access to adequate and nutritious food at all times.
- Vulnerable populations in food-insecure communities and areas have improved access to adequate and nutritious food all year.
- Children under 5, adolescents and pregnant and nursing women and girls in Rwanda have improved access to nutritious foods and services that enable them to meet their nutrition needs all year.
- Smallholder farmers, especially women, have increased marketable surplus and access to agricultural markets through efficient supply chains by 2030.
- The Government of Rwanda and the humanitarian community is provided with adequate, timely, cost-efficient, and agile supply chain services and expertise necessary to effectively respond to emergency crisis.

This position is based in WFP Rwanda, Kigali Country Office and the job holder will work under the direct supervision of the Head of Programme.

## JOB PURPOSE

The purpose of this function is to coordinate WFP Rwanda's cash-based transfer (CBT) and complaints and feedback mechanisms (CFM) activities across the different strategic outcomes in the Rwanda Country Strategic Plan (2019-2024). The Programme Policy Officer will be responsible for the following key responsibilities.

## Responsibilities

The Programme Policy Officer will be responsible for the following key responsibilities:

**Programme Policy Officer (Cash Based Transfer)**

### Hiring organization

World Food Program (WFP)

### Employment Type

Full-time

### Duration of employment

12 months, with possibility of extension

### Industry

Agriculture

### Job Location

Kigali, Rwanda

### Valid through

30.04.2023

1. Coordinate the country office's operational planning and development of cash-based transfer (CBT) and complaints and feedback mechanisms (CFM) activities, plans and standard operating procedures and support the implementation of these plans in collaboration with functional units and field offices.
2. Lead the design of CBT and CFM activities and operational models, ensuring compliance with WFP corporate standards and procedures.
3. Support the day-to-day management of CBT and CFM operations by WFP and partners, ensuring a coordinated approach that complies with WFP standards and procedures and providing prompt feedback on operational issues to management.
4. Follow up on CBT and CFM data gathering and monitoring systems, ensuring that rigorous quality standards are maintained.
5. Help coordinate analyses on CBT and CFM policy and operational issues to support senior colleagues in the development of policies, programmes and activities.
6. Contribute to the preparation of accurate and timely reporting on CBT and CFM activities that enable informed decision-making and consistency of information presented to stakeholders.
7. Lead regular internal and external coordination of CBT operations, at country office and field levels (CBT Working Group, coordination with functional units, field offices and partners).
8. Support coordination with government and partners engaged in CBT programming in Rwanda, and actively represent WFP in CBT coordination forums.
9. Support training and sensitization of colleagues and partners on CBT and CFM programming and procedures and provide technical backstopping to staff and partners.
10. Coordinate CBT end-to-end processes and ensure CBT assurance and risk management controls are in place and implemented to comply with WFP global CBT policy.
11. Perform other duties as required.

### **Qualifications**

**Education:** Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or another field relevant to international development assistance, or First University Degree with additional years of related work experience and/or training/courses.

**Experience:** At least 5 years of experience in implementation and design of development or humanitarian programmes operations, and coordination, particularly CBT activities.

**Knowledge & Skills:** Experience in designing and implementing CBT technical programmes.

Experience in beneficiary feedback systems.

Experience in operational coordination and partnership management.

Experience in implementation and design of development or humanitarian programmes operations, particularly CBT activities.

Experience in providing input into policy discussions and decisions.

Experience in working across functions and units to achieve desired outputs/outcomes.

**Languages:** International Professional: Fluency (level C) in English language. Intermediate knowledge (level B) of a second official UN language: French.

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