



*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, physical or mental disability.*

**Internship  
Programme Cycle Management Unit  
Programme – Humanitarian and Development Division,  
WFP HQ Rome, Italy**

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. We are currently seeking to fill an intern position in Programme Cycle Management Unit, Programme – Humanitarian and Development Division, based in WFP Headquarters in Rome, Italy.

**BRIEF DESCRIPTION OF THE DIVISION:**

The Programme Cycle Management Unit (PRO-M) is responsible for guiding Regional Bureaux and Country Offices in the design and preparation of second-generation Country Strategic Plans (CSPs), engaging in UN and corporate reform discussions, and analysing the implications for WFP's country strategic planning.

The unit carries out core functions related to the production of corporate guidance and provision of direct support to Regional Bureaux and Country Offices in designing quality CSPs, accompanying them through the internal and external review and approval process. The team also supports the preparation and review of CSP budget revisions, coordinating inputs from PRO units and ensuring compliance with WFP policies and strategies.

PRO-M acts as Secretariat of the Second Generation CSP Working Group (2G CSP WG), launched in November 2020 to facilitate cross-departmental coordination for second generation CSPs and enhance coherence across WFP's global CSP portfolio. Gathering over 50 representatives from HQ units and Regional Bureaux, the working group strives to ensure that Country Offices are equipped with the necessary tools, guidance and resources to design high quality, tailored and coherent country portfolios, fully aligned with national SDG targets and related UN plans. In further strengthening the strategic foundation of 2G CSP WG, the unit will take the lead in developing 3G CSP policy and architectures through the formulation of corporate strategic frameworks, policies, structures and processes for better integration of programme focus areas, implementation and evidence building.

In the context of the UN Development System Reform, PRO-M is engaged in the UNSDG Programme Task Team and the Advisory Group on Joint Programmes, contributing to the creation of a new generation of Common Country Analyses (CCAs) and United Nations Sustainable Cooperation Frameworks (UNSDCFs) while supporting Regional Bureaux and Country Offices to align with these frameworks. Other items the unit is addressing are UNCT configuration, UN integration, UNSDCF in exceptional circumstances and CSP/UNSDCF sequencing, in close

collaboration with NYO and GVA Offices, Regional Bureaux and other PRO units to ensure coordination, coherence and positioning of WFP priorities.

### **GENERAL INFORMATION**

- **Title of Post:** Programme Internship
- **Supervisor:** Programme Policy Officer (P4)
- **Unit:** Programme Cycle Management Unit
- **Country:** Italy
- **Duty Station:** WFP Headquarters in Rome
- **Duration of internship:** 8 months
- **Expected Start Date:** 1 July 2023

### **DUTIES AND RESPONSIBILITIES**

PRO-M is seeking for a Programme Policy Officer/JPO who is interested to engage in WFP's strategic, dynamic, and creative processes that entail both upstream programme and policy work as well as hands-on guidance and client-oriented support to Regional Bureaux and Country Offices, including remote and occasional in-country support, as and when required. The internship position for PRO-M is expected to get involved in multiple tasks related to the organization's country strategic planning activities in support of #zerohunger, the 2030 Agenda, the application of the UN Reform processes and implementation of related corporate guidance.

Under the direct supervision of an experienced Programme Policy Officer and overall supervision of the PRO-M Chief of Unit, the Programme Policy Officer/Intern is expected to support the CSP review and approval processes in close coordination with PRO-M's regional focal points as well as Regional Bureau Programme Cycle Management and HQ units.

Specifically, the Programme Policy Officer/Intern will perform the following functions and responsibilities:

- Assist the Team in 2G CSP formulation and budget revision processes including cross-unit coordination, guidance & liaison services to Regional Bureaux and Country Offices, and note-taking of various meetings etc.
- Assist PRO-M's Regional Bureaux focal points in the planning, preparations, facilitation, and logistical/administrative backstopping of CSP formulation exercises, workshops, webinars, and consultations.
- Provide support to PRO-M's Chief of Unit, Regional Bureaux and thematic focal points in terms of internal and external coordination including information sharing, record keeping, knowledge management and miscellaneous reporting/documentation.
- Perform other related duties as required.

### **QUALIFICATIONS AND EXPERIENCE**

- Advanced university degree or first level university degree with additional relevant work experience in Social Sciences, International Development, Humanitarian Studies, Economics, International Relations, Disaster Risk Management, or any other relevant field.
- Some working experience in international development and humanitarian emergencies, including experience in operations and/or policy making/coordination, in developing countries.
- Fluency in English.
- Proficiency in Windows MS Office (Word, Excel, PowerPoint, Outlook).
- Behavioral competencies such as Action Management, Client Orientation, Cognitive Capacity, Innovation, Partnering and Teamwork.

## **KNOWLEDGE & SKILLS:**

- Exposure to the international arena either by direct work for an international institution/organization; or, if working for a national entity, by way of interacting with international stakeholders.
- A sound understanding of policy making processes and the ability to distil operationally relevant recommendations/lessons for governments and other partners.
- Basic programme management skills.
- Strong capacity for analysis, learning, research, and innovation.
- Effective presentation and communication skills.
- Good leadership and interpersonal skills.
- Intermediate level of one, or more, of the following official languages: French, Spanish, Arabic, Chinese, Russian, and Portuguese; and
- WFP's international professionals are required to serve in different locations around the world over the course of their career (including in hardship duty stations); willingness to be mobile would maximize opportunities for long-term retention into the Organization.

## **WORKING LANGUAGES**

Excellent written and spoken English is required (proficiency/level C).

## **SUPERVISION** (Level/Methods of Supervision)

Under the direct supervision of Programme Policy Officer (P4), PRO-M ensures to take strong personal coaching and mentoring approaches and provide the Intern with a conducive environment for professional learning and development. The regular supervision and guidance to be provided with below methodology/contents:

- On-boarding briefing with unit chief, supervisor, and team members.
- Annual work planning with key outputs, indicators, targets, and milestones.
- Preparation of annual Learning Development Plan (LDP) including key areas of learning, learning actions and supervisor/organization's expected role and support for learning and development.
- Weekly meeting and monthly activities/tasks planning among the unit/team members.
- Quarterly performance discussion and feedback session with supervisor against established work-plan; and
- Mid and end year performance evaluation following WFP's standard performance evaluation criteria.

## **TRAINING COMPONENTS**

Throughout their assignment WFP interns have access to an industry leading learning platform, weLearn. Depending on opportunities and availability of funds, he/she may participate in WFP workshops or seminars, as appropriate.

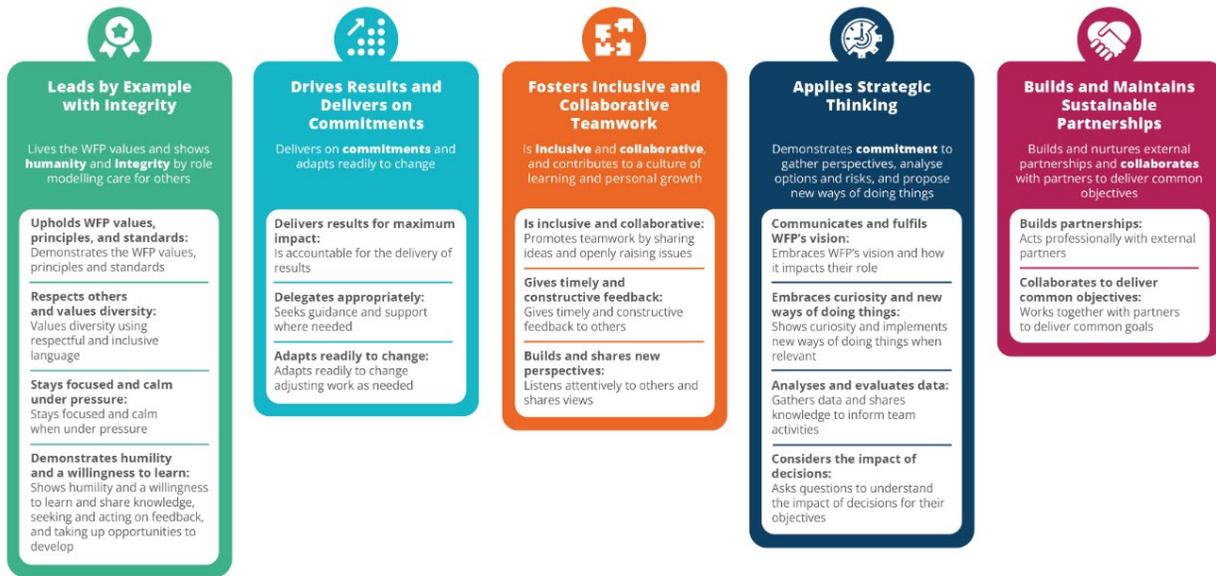
## **LEARNING ELEMENTS**

At the end of the assignment, the Intern should acquire:

- Familiarity with the WFP country strategic planning, UN cooperation framework and reform processes
- Good knowledge of SDGs, a wide range of WFP programme policies and guidance, and programme management
- Good understanding of WFP's overall operations and activities through interaction with regional bureaux and country offices
- Good skills of documentation and presentation including data visualization

## **WFP LEADERSHIP FRAMEWORK**

These are the common standards of behaviour that guide HOW we work together to accomplish our mission.



Different expectations of behaviour are defined depending on your grade and role/responsibilities within WFP.

*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.*

**Saving Lives  
Changing Lives**