



*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 – Partnerships  
Partnerships, Reports and Communication Division  
WFP Zambia Country Office**

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. WFP operates its programmes in 81 countries with 6 regional offices and 81 country offices globally.

**BRIEF DESCRIPTION OF THE DIVISION**

In Zambia, WFP's Country Strategic Plan (CSP) 2019-2023 supports the national Government's commitment through its 8th National Development Plan (8NDP) to achieve the Sustainable Development Goals (SDGs), specifically SDG 2: end hunger, achieve food security and improved nutrition, and promote sustainable agriculture and SDG 17: partnership for the goals. WFP provides food assistance to conflict-affected and vulnerable populations to improve their nutritional status; boosting the livelihoods of smallholder farmers and communities in food-insecure areas; and technical assistance and service provision to the Government, including strengthening systems to implement national social protection programmes.

The Partnerships Unit is looking to engage a Partnerships Intern. The internship holder will participate in partnerships activities daily and support the unit in relation to internal stakeholders and a multitude of public, private, and external entities. These can be governments, United Nations agencies, intergovernmental institutions and their member states, international financial institutions, individuals, businesses, foundations, and NGOs.

**GENERAL INFORMATION**

- **Title of Post:** Partnerships Intern
- **Supervisor:** Partnerships Officer (TBC)
- **Unit:** Partnerships, Reports and Communication
- **Country:** Zambia
- **Duty Station:** Lusaka
- **Duration of internship:** 8 months (TBC)

- **Expected Start Date:** 01.07.2023 (TBC)

## **DUTIES AND RESPONSIBILITIES**

Under the supervision of the Partnerships Officer, the intern will:

- Implement the work plan for an assigned area to enable WFP to identify, develop and strengthen quality partnerships in support of WFP strategic objectives.
- Proactively contribute to a partnership's portfolio, including partner profiling and outreach activities, with the aim to maximize resources and leverage policy and technical support for WFP's work.
- Support government donor and partner visibility and ensure partner conditions are met.
- Use data and information to support senior management engagement with government donors/partners and to scope new partners, guided by programmatic assessment and context specific analysis with the aim to enhance the impact of WFP's work and diversify the resource base.
- Solicit inputs, including operational updates, from senior staff and other units to support the drafting of quality briefs and proactively highlight strategic issues to senior staff to inform best course of action and nurture partnership growth.
- Gather and present internal and external data/information, using key information systems (e.g., Salesforce, WINGS, WFPgo), to support WFP's effective positioning with government donors and partners.
- Contribute to partnerships strategies, including the development of Partnership Action Plans; Draw up quality partner proposals and reports by engaging with other WFP entities and external stakeholders.
- Support the Partnerships Unit in the development and follow-ups of Memorandums and Agreements with external partners. This includes engaging with Legal Division at HQ to ensure that the MOUs and Agreements are compliant with the legal requirements of WFP.
- Support the Partnerships Unit in its engagement with national governments and regional bodies, including drafting correspondences for management such as Note Verbale and letters to external partners. Manage the Partnerships Unit database on Microsoft Team and SharePoint.
- This will entail continuous updating of contact details for external partners including SADC Embassies/High Commissions, donor government partners.
- Other duties as required.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree or currently enrolled in a graduate programme (e.g., Masters and have attended classes in the last 12 months) in Political Science, International Development, Development Economics, International Relations, Law, Sales & Marketing, Communications, or any other related field.
- Recent graduate (from an undergraduate or graduate programme) within six months prior to application to the internship and attended classes in the last 12 months of enrolment with the university.
- One or more years of progressively responsible work experience in the relative business stream, with experience in general administrative work will be an advantage.

### **KNOWLEDGE & SKILLS**

- Experience in Research – particularly on background information and mapping, by desktop or by conducting interviews (where appropriate).
- Excellent analytical skills, with the ability to compile, analyse and interpret quantitative and qualitative data, prepare reports and draw conclusions and recommendations.
- Excellent writing and editing skills.
- Strong interpersonal skills and ability to deal patiently and tactfully with people of different national and cultural backgrounds.
- Excellent skills in utilizing computer programmes, including Word, PowerPoint, and spreadsheets.

### **WORKING LANGUAGES**

Excellent written and spoken English is required (proficiency/level C). Knowledge of a second official UN language an asset.

### **SUPERVISION**

Under the direct supervision of the Partnerships Officer

### **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**

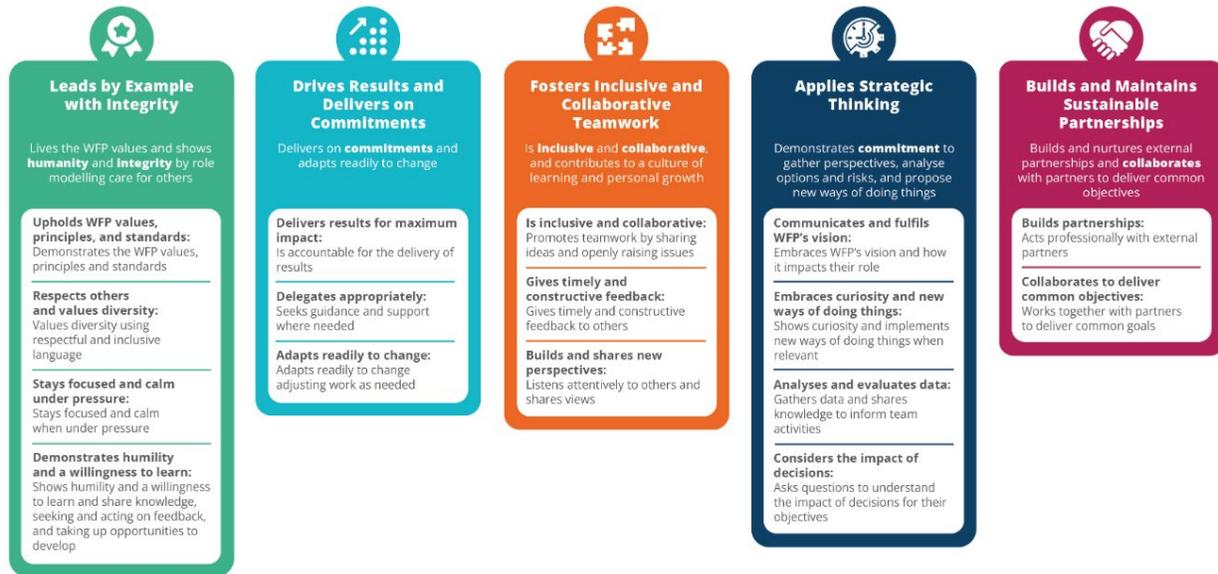
At the end of the assignment, the Intern should: Understand WFP workplace culture, be able to put knowledge and skills into practice, network and gain professional experience.

## INFORMATION ON THE COUNTRY OF ASSIGNMENT

As indicated in the description of tasks

WFP LEADERSHIP FRAMEWORK (HR) to compliment

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 based on 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**