



WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

## **Junior Professional Officer Programme (JPO) Chiffre Nr. 2024-1-35**

### **General Information**

**Job Title:** JPO Programme Policy Officer, CBT

**Unit:** Basis Assistance and Programme Operations

**Division:** Operations Division

**Agency:** World Food Programme

**Country and Duty Station:** Beirut, Lebanon Country Office

**Duration and Type of Assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree)

### **ABOUT WFP**

The United Nations World Food Programme (WFP) is a highly prestigious, reputable and the world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters, and the impact of climate change.

We are currently seeking for a Junior Professional Officer to fill the position of Programme Policy Officer, Cash Based Transfers CBT with our Operations Division based in the Lebanon Country Office.

### **CONTEXT AND BACKGROUND**

Assisting 97 million people in 88 countries each year, 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. As the international community has committed to end hunger, achieve food security and improved nutrition by 2030, one in nine people worldwide still do not have

enough to eat. Food and food- related assistance lie at the heart of the struggle to break the cycle of hunger and poverty.

Lebanon currently hosts the largest per capita population of Syrian refugees in the region and worldwide, with over 1 million registered Syrian refugees. In response to this large number of refugees, WFP works to support approximately 1,000,000 Syrian refugee people with regular food assistance using its e-card systems and in-kind. In addition WFP works to support nearly 1,000,000 Lebanese beneficiaries using various activities such as response to COVID-19 and economic impact, school meal programmes, national poverty targeting programmes and livelihood activities. Program implementation is supported by substantial analytical research, including annual vulnerability assessments of Syrian refugees, market and financial assessments, targeting and validation exercises, and monitoring and evaluation.

## **DUTIES AND RESPONSIBILITIES**

With delegated authority and under direct supervision of the head basic assistance and programme operation, the junior professional officer's main accountabilities and responsibilities involve the following:

1. Provide project management support to specific and defined programmes and projects of considerable size/complexity, ensuring a coordinated approach with wider programmes that aligns with WFP standards and procedures;
2. Research and analyse a range of policy and operational issues to inform the development of policies, programmes and activities;
3. Contribute to the preparation of accurate and timely reporting on programmes and activities that enable informed decision making and consistency of information presented to partners;
4. Collaborate closely with LOUISE (Lebanon one unified inter-organisational system for e-cards) stakeholders to ensure effective collaboration, monitor ongoing projects and highlight potential risks to project delivery;
5. Facilitate the accession of potential UN/NGOs to the LOUISE initiative and coordinate the operational set-up;
6. Support in providing the required information to the partnerships unit that will help in the finalization of the Field Level Agreements with cooperating partners;
7. Take responsibility for incorporating gender in all areas of work, for inclusive, participatory and equitable programming that delivers gender equality results in food security and nutrition;
8. Identify, evaluate and prioritise CBT (cash based transfers) digital systems requirements of its various clients, users and work streams;
9. Support in performing background checks and due-diligence of Financial Service Providers (FSPs), including assessing their reliability, penetration, strengths and weaknesses, and WFP's ability to adjust to changes in macroeconomic conditions;
10. Coordinate with WFP SCOPE (beneficiary and transfer management platform) and DAT (Data assurance team) teams to develop and implement new functionalities that supports the business requirement;

11. Support in performing CBT cross-functional role that entails the enrolment of SCOPE activities for card and payment management;
12. Collect, store and merge relevant data sets and apply business logic to produce reports and factsheets needed for programmes;
13. Perform trend analysis to promote assurances and programme effectiveness;
14. Monitor and report on the progress of development projects, ensuring that projects are carried out in accordance with agreed standards, methods and procedures;
15. Support in the deduplication and assistance coordination of beneficiaries within the agency as well as external partners:
16. Undertake other assigned tasks, as required.

## **ESSENTIAL QUALIFICATIONS & EXPERIENCE**

- **Master's degree** in International Affairs, Economics, Business Administration, Public Policy or other related studies.
- Minimum of two years of postgraduate progressively responsible professional experience in private or public sector demonstrating high performance relevant to programme policy management.
- Solid understanding of project management cycle, including experience with at least one phase: analysis & assessments, design, delivery, implementation, and/or M&E; and/or experience across the policy cycle, from agenda setting to formulation, adoption, implementation and evaluation of national policies.
- Fluency in English.
- Proficiency in Windows MS Office (Word, Excel, Powerpoint, Outlook).
- Behavioural competencies: leads by example with integrity, drives results and delivers on commitments, fosters inclusive and collaborative teamwork, applies strategic thinking, builds, and maintains sustainable partnerships.

## **DESIRABLE REQUIREMENTS**

- Exposure to the international arena either by direct work for an international institution/organization or by interacting with international stakeholders.
- Very good knowledge and experience in preparing reports and data visualisation.
- Experience in coordinating with external parties.
- Intermediate level of one, or more, of the following official languages: French, Spanish, Arabic, Chinese, Russian, Portuguese.

WFP's international professionals are required to serve in different locations around the world during their career (including in hardship duty stations); willingness to be mobile would maximise opportunities for long-term retention into the Organization.

## **SUPERVISION**

The selected candidate will work under the daily supervision of the Head of Basic Assistance and Programme Operations, and Head of CBT, and under the overall management guidance of the Deputy Country Director, Operations.

## **TRAINING COMPONENTS**

The selected candidate will have access to a rich variety of customised WFP trainings, with a view to strengthening technical capacity and understanding of CBT operations, but also to strengthening behavioural and managerial skills needed to progress in an international career.

## **LEARNING ELEMENTS**

At the end of the two-year assignment, the JPO should have obtained:

- Very good knowledge of CBT operations
- Good skills in managing time, resources and information
- Good general understanding of WFP's overall operations and activities in Lebanon and the wider North Africa and Middle East region.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2024-1-35 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**