Job Title: Human Resources Officer P2-FIT Pool-All Locations

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ABOUT WFP AND THE FIT POOL

The United Nations World Food Programme is the world’s largest humanitarian agency fighting hunger worldwide. 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. At WFP, we are driven and defined by our mission to fight world hunger, save lives, feed people’s dreams of a brighter future, reduce risk and help enable people, communities and countries meet their own food and nutrition needs. WFP goes anywhere it’s needed and does what it takes to get the job done. You will find our people at the heart of every major humanitarian intervention around the world, providing the essential life-saving foundation required for those furthest behind. Each year, we reach an average of 80 million people with food assistance in around 80 countries. Delivering our mission requires deep respect for personal and cultural differences and close collaboration between every member of our global team. While the 16,000-people working for WFP reflect the rich diversity of the world in which we work, the vital importance of our shared mission underpins a remarkably close community of purpose.

The World Food Programme (WFP) is offering life-changing job opportunities you are unlikely to find in other organizations. Working at WFP will give you the opportunity to work beyond your expectations, to be enriched by truly meaningful work and deepen your professional expertise.

The Future International Talent Pool (FIT Pool) is an entry point for a professional international career with WFP. WFP is looking to build a pool of highly qualified and dynamic talents interested in going to any of our 80 countries in which WFP operates, including hardship duty stations, when the need arises.

A FIT Pool member is placed on the pool for a period up to 2 years during which he/ she is considered with priority each time WFP has a specific need for a Fixed Term International Professional staff member in his/her functional area and level.

ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ), and typically report to a more senior HR Officer, Regional/Country Director or the designate.

Job holders operate with minimal supervision, and provide guidance to junior staff to ensure that operational and project objectives are achieved. They are heavily involved in day-to-day activities and analytical work. Job holders provide advice on low complex issues, applying HR rules, regulations and expertise in making determinations and recommendations across a range of activities.

JOB PURPOSE

To deliver professional, client-focused HR services, partnering with managers to implement HR solutions in line with WFP corporate priorities.

KEY ACCOUNTABILITIES (not all-inclusive)

- Contribute towards the development of HR country-specific plans and processes, and deliver HR operational activities or projects, following standard processes and ensuring alignment with wider WFP policies.
- Provide advice to managers and employees, understanding their needs and ensuring policies, programmes, processes, systems and tools are available and correctly applied to support them.
- Provide effective management of the employment relationship between WFP and its staff, by administering conditions of service, contracts and appropriate entitlements, and resolving employee relations issues.
- Contribute to staff capability building, working with managers to understand individual skills and business requirements, and organizing/delivering development solutions which equip people with the skills and knowledge required to meet current and future challenges.
- Deliver onboarding activities which ensure new employees have a positive experience of WFP and are successfully integrated into their new role and the organisation.
• Contribute to building and managing talent within WFP, working with managers to understand their needs and delivering solutions to recruit, retain, manage and develop a high caliber workforce to deliver business objectives.
• Support organizational design activities that enable senior management to define and organize structures and jobs, and allocate people to the right places in order to improve efficiency.
• Guide and supervise junior staff, acting as a point of referral and supporting them with analysis and queries.
• Collate and analyse data for the preparation of accurate and timely reporting, supporting a WFP wide view of HR activities that enable informed decision-making and consistent information for stakeholders.
• Contribute to continuous improvement by implementing new/updated HR policies, procedures and systems and recommending improvements to ways of working.
• Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men.
• Other as required.

STANDARD MINIMUM QUALIFICATIONS

Education:
• Advanced university degree in Human Resource Management, Public or Business Administration, Industrial Psychology or other relevant fields or First University degree with additional years of related work experience or trainings/courses.

Experience:
• Typically three or more years of postgraduate professional experience in Human Resources with an interest in international humanitarian development.

Language:
• Fluency in oral and written English;
• Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

KNOWLEDGE AND SKILLS

• Broad or specialised knowledge of HR best practices, techniques and tools with an understanding of theoretical background and main trends in the HR space.
• Ability to supervise and support more junior and/or less experienced members of the team.
• Ability to work with minimal supervision.
• Ability to analyze data, draw conclusions and recommend a course of action.
• Good communication skills required to give and receive information and work with a variety of individuals.
• Ability to establish and maintain effective relationships with clients and provide client-oriented service. Ability to identify client’s needs and match them to appropriate solutions.
• Knowledge of, or the ability to quickly assimilate, UN/WFP specific processes and systems.

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational. Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days’ annual leave, home leave, an education grant for dependent children, pension plan and medical insurance.

Please visit the following websites for detailed information on working with WFP. Click on: “Where we work” and “Our work” to learn more about WFP’s operations.

To find out more about:
• WFPs work, www.wfp.org
• Compensation https://icsc.un.org/secretariat/sad.asp?include=ss
Female applicants and qualified applicants from developing countries are especially encouraged to apply

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Job Title: Human Resources Officer P3-FIT Pool-All Locations

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ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ). Job holders report to the Division/Regional/Country Director or the designate. Job holders are likely to manage a small team of staff to ensure strategies and plans are implemented across an assigned area. They work independently, using technical knowledge and expertise to analyse data, prepare reports, provide advice and solutions to problems, and identify opportunities for improvements. They may develop core processes and procedures.

JOB PURPOSE

To manage the delivery of professional, client-focused HR services, partnering with senior managers to contribute to the implementation of HR solutions in line with WFP corporate priorities.

KEY ACCOUNTABILITIES (not all-inclusive)

- Participate in the development of HR country-specific plans and processes, and lead the delivery of HR operational activities or projects to meet local objectives and support WFP strategic goals, ensuring alignment with wider WFP policies.
- Provide advice to managers and employees on complex issues, understanding their needs and ensuring that HR policies, procedures, processes, systems and tools are available and correctly applied to support them.
- Ensure the effective management of the employment relationship between WFP and its staff, determining conditions of service, contracts and appropriate entitlements, and resolving more complex employee relations issues.
• Manage capability building, working with managers to understand individual skills and business requirements, and delivering development solutions which equip people with the skills and knowledge required to meet current and future challenges.
• Plan and deliver an onboarding process which ensures new employees have a positive experience of WFP and are successfully integrated into their new role and the organisation.
• Contribute to building and managing talent within WFP, working with managers to understand their needs and planning/implementing solutions to recruit, retain, manage and develop a high caliber workforce to deliver business objectives.
• Deliver organizational design activities that enable senior management to define and organize structures and jobs, and allocate people to the right places in order to improve efficiency.
• Lead and motivate a small of HR staff, monitoring performance, providing coaching, training and guidance to ensure appropriate development and enable high performance.
• Monitor the accurate and compliant recording of data; coordinate and prepare timely corporate statistics and conduct analysis, identifying trends and potential issues, and proposing solutions to stakeholders.
• Maintain and share knowledge of best practice, and support the development and implementation of new/improved HR policies, systems and procedures to ensure they are reflective of legislation, and support WFP effectively.
• Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men.
• Other as required.

STANDARD MINIMUM QUALIFICATIONS

Education:
• Advanced university degree in Human Resource Management, Public or Business Administration, Industrial Psychology or other relevant fields, or First University degree with additional years of related work experience or training/courses.

Experience:
• Typically five years or more of postgraduate progressively responsible professional experience in Human Resources with an interest in international humanitarian development. Experience of managing small teams of staff with related areas of expertise.

Language:
• Fluency in oral and written English;
• Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

KNOWLEDGE AND SKILLS

• Sound knowledge of HR concepts and principles with a broad knowledge of best practices, techniques and processes.
• Ability to lead, coach and motivate a team.
• Good communication skills with the ability to persuade, influence and adapt communication style to different situations and individuals.
• Knowledge of common business principles and processes and the ability to quickly assimilate UN/WFP specific processes and systems.
• Ability to build and maintain effective work relationships with human resources counterparts, managers and staff within HQ/regional/country office.
• Ability to work independently.
• Ability to establish priorities, and to plan, coordinate and monitor own work plan and those under his/her supervision.
• Ability to establish and maintain effective relationships with clients and provide client-oriented service. Ability to identify client’s needs and match them to appropriate solutions
• Ability to explain rationale for human resources decisions and to gain buy in from different stakeholders.

TERMS AND CONDITIONS

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- Compensation https://icsc.un.org/secretariat/sad.asp?include=ss

**DEADLINE FOR APPLICATIONS:** 4 July 2018

**APPLY ONLINE through this link:** [http://bit.ly/Human-Resources-Officer-P3](http://bit.ly/Human-Resources-Officer-P3)

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Job Title: Human Resources Officer P4-FIT Pool - All Locations

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ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs) and Headquarters (HQ). Job holders report to the Division/Regional/Country Director or the designate.
Job holders lead a team of HR staff to deliver services that support larger COs or regions. Or, they perform a senior role within a specialist team in HQ, managing specialist staff. They have the technical knowledge and experience required to identify, analyse and resolve more complex people issues. They provide technical expertise, advice and solutions that support strategic results, and formulate new strategies and technical approaches where appropriate.

JOB PURPOSE

To lead the planning and delivery of professional, client-focused HR services and/or provide technical advice and support in HQ/RBs, partnering with senior managers to implement HR solutions in line with WFP corporate priorities.

KEY ACCOUNTABILITIES (not all-inclusive)

- Lead in the design of country/regional/functional plans and processes, and the planning and implementation of HR operational activities or projects to meet local objectives and support WFP strategic goals.
- Partner effectively with senior managers to understand their priorities, and provide advice and solutions on all aspects of human resources, as well as on strategic and policy issues.
- Lead the effective management of the employment relationship between WFP and its staff, determining conditions of service, contracts and appropriate entitlements, and resolving complex employee relations issues.
- Plan and monitor capability building, partnering with managers to understand individual skills and business requirements, and designing/delivering development solutions which equip people with the skills and knowledge
required to meet current and future challenges.

- Lead and update the onboarding process, to ensure new staff have a positive experience of WFP, and are successfully integrated into their new role and the organization.
- Build and manage talent within WFP, understanding business needs and designing and delivering solutions to recruit, retain, manage and develop a high caliber workforce to deliver business objectives.
- Plan and deliver organizational design activities that enable senior management to define and organize structures and jobs, and allocate people to the right places in order to improve efficiency.
- Lead and motivate a team of HR staff, monitoring performance, providing coaching, training and guidance to ensure appropriate development and enable high performance.
- Oversee compliant data integrity; consolidate and analyse data, identifying trends/potential issues, presenting recommendations and influencing managers to tackle complex problems.
- Maintain and share knowledge of external industry developments, and where appropriate amend/design new HR policies, procedures and systems in order to drive a culture of improvement and support WFP effectively.
- Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men.
- Other as required.

**STANDARD MINIMUM QUALIFICATIONS**

**Education:**
- Advanced university degree in Human Resource Management, Public or Business Administration, Industrial Psychology or other relevant fields, or First University degree with additional years of related work experience or training/courses.

**Experience:**
- Typically eight years or more (of which three international) of postgraduate progressively responsible professional experience in Human Resources with an interest in international humanitarian development. Significant experience of managing large teams of staff with somewhat varied areas of expertise.

**Language:**
- Fluency in oral and written English;
- Intermediate knowledge of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP's working languages).

**KNOWLEDGE AND SKILLS**

- Sound knowledge of HR concepts, principles and trends with a broad knowledge of best practices, techniques and processes and specialised knowledge in one or more specific areas within HR.
- Ability to lead, coach and motivate a large team.
- Good communication skills with the ability to persuade, influence, negotiate with the wide range of key stakeholders and adapt communication style to different situations.
- Knowledge of common business principles and processes and the ability to quickly assimilate UN/WFP specific processes and systems.
- Project management skills.
- Strong initiative-taker and demonstrated ability to take independent decisions.
- Analytical and problem solving skills.
- Ability to establish and maintain effective relationships with clients and provide client-oriented service. Ability to identify client’s needs and match them to appropriate solutions.
- Ability to design, develop, manage and implement HR solutions, policies and programmes.

**TERMS AND CONDITIONS**

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- Compensation https://icsc.un.org/secretariat/sad.asp?include=ss

**DEADLINE FOR APPLICATIONS:** 4 July 2018
**APPLY ONLINE at this link:** http://bit.ly/Human-Resources-Officer-P4

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Job Title: Finance Officer-Cash Based Transfers
P3-FIT Pool-All Locations

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ABOUT WFP AND THE FIT POOL

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JOB PURPOSE

To manage stewardship of WFP’s resources, coordinating financial risks assessment, including provision of policy and procedural guidance to the implementation of the Cash Based Transfer (CBT) interventions. Support to implementation of innovative strategies and technical approaches on CBT interventions in order to ensure that assistance to Beneficiaries is undertaken in the most efficient and effective way. To establish team priorities and work plan.

KEY ACCOUNTABILITIES (not all-inclusive)

- Support corporate finance and Cash Based Transfers (CBT) strategies by contributing to the development of corporate policies and procedures in consultation with Headquarters (HQ) relevant divisions, participating in key functional and cross-functional initiatives, and embedding value for money in these initiatives through advice on financial assessment, reporting and accounting.
- Participate in technical working groups ensuring functional participation in various cross-functional discussions on CBT related procedural and business process requirements at Country Office (CO), Regional Bureau (RB) and HQ levels.
- Participate in HQ and RB-lead reviews and validations of organizational CBT-related regulatory framework gaps, constraints and/or risks and assist in development of corporate and functional strategies to address identified issues and procedural needs.
- Support WFP efforts to expand the use of CBT Special Account through liaison with relevant units in HQ, RBs and COs as well as external counterparts on establishment of CO CBT Special Accounts; including provision of regular oversight over its performance, cost efficiencies and identification of areas of improvement and enhancement.
- Participate in CBT related risks analysis of WFP operations with an objective to identify and address organizational exposure to risks, collection and dissemination of lessons learnt.
Support capacity building and knowledge sharing activities lead by Finance function, including development of relevant presentations and training materials.

Support the alignment of CBT activities with the Integrated Road Map, specifically the Financial Framework Review through provision of regular support and technical assistance to the relevant staff at RBs and COs, including WINGS transactional and business process requirements.

Perform CBT-related budgeting and cost effectiveness analysis.

Take responsibility for incorporating gender perspectives in areas of work, to ensure equal participation of women and men.

Other tasks as required

STANDARD MINIMUM REQUIREMENTS

Education:

- Advanced University degree in Finance, Business Administration, Accounting or related fields, or First University degree in the same subject(s) with additional years of related work experience plus membership in an international recognised professional accountancy body such as Association of Chartered Certified Accountants (ACCA), Institute of Certified Public Accountants (ICPA) or equivalent.

Experience:

- At least five (5) years of progressively responsible postgraduate professional experience in finance;
- Experience in roles with great independence, decision making authority, supervision of staff and managing complex budgets;
- Professional experience in working with financial services providers (for example banks, micro financing institutes or mobile telecommunication companies) on delivery of services to clients or beneficiaries;
- Experience in undertaking risk assessments of financial services providers and provision of guidance on risk mitigating factors.

Language:

- Fluency (level C) in both spoken and written English
- Intermediate knowledge (level B) of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

DESIRED EXPERIENCE/KNOWLEDGE FOR ENTRY INTO THE ROLE

- Previous experience working with Cash Based Transfer intervention in the humanitarian sector is desirable
- Experience in implementation of Cash Based Transfer in emergency operations is an advantage
- Experience in contributing to the development of financial risk management policies and procedures on embedding value for money through advice on financial assessment, reporting and accounting

TERMS AND CONDITIONS

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To find out more about:

- WFPs work, www.wfp.org
 DEADLINE FOR APPLICATIONS: 9 July 2018
Apply online through this link: http://bit.ly/finance-officer-cbt-P3

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Job Title: Finance Officer P2 - FIT Pool-All

Locations

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JOB PURPOSE

To manage the stewardship of WFP’s resources through monitoring financial and accounting data, analysing, and reporting and providing technical advice to enable effective management of funds, and ensure assistance to beneficiaries is undertaken in the most efficient and effective way possible. To establish team priorities and work plan.

KEY ACCOUNTABILITIES (Not all inclusive)

- Support corporate finance and resource management strategies and major ongoing programmatic initiatives, participating where appropriate using finance and resource management expertise.
- Contribute towards the development of country specific plans and processes, aligned with Regional and wider WFP strategy, policies and processes to meet the food assistance needs of beneficiaries within the Country.
- Analyse and report on key data for financial status and outcomes of projects in accordance with corporate governance requirements, ensuring accuracy, deadlines, and accounting processes are complied with.
- Monitor and analyse budgets for new and ongoing projects according to established corporate procedures and requirements.
- Perform bank reconciliations, disbursements, clearance of receivables, overall cash management and monthly financial closures on a regular basis in accordance with corporate requirements.
- Where necessary, deliver core administrative services, working with contractors and following standard processes to provide cost-effective, quality and timely services to WFP staff.
- Where necessary, undertake basic human resource functions related to staff benefits, recruitment of local staff, and training.
- Collate and analyse data for the preparation of accurate and timely reporting, in order to provide management with financial, accounting and budgetary information to enable them to make informed decisions.
• Track and analyse data to identify opportunities for improvements to policies, systems and procedures in order to minimise financial risks, improve the efficiency and effectiveness of operations, and ensure services are aligned with business objectives.
• Deliver financial controls and insight into WFP performance, undertaking periodic risk and internal control assessments to identify areas which may present potential audit, compliance or financial risks.
• Guide and supervise more junior staff, acting as a point of referral and supporting them with more complex analysis and queries.
• Represent unit/CO at internal meetings, external meetings and events with other UN agencies, banks and other financial institutions, or other partners and entities as required.
• Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.
• Take responsibility for incorporating gender perspective in areas of work, to ensure equal participation of women and men.
• Other as required.

STANDARD MINIMUM REQUIREMENTS

Education:

• Advanced University degree in Finance, Business Administration, Accounting or related fields, or First University degree in the same subject(s) with additional years of related work experience plus membership in an international recognised professional accountancy body such as Association of Chartered Certified Accountants (ACCA), Institute of Certified Public Accounts (ICPA) or equivalent.

Experience:

• At least three (3) years of relevant professional experience in finance with experience in reviewing and analysing financial statements and implementing accounting and internal control processes.

Language:

• Fluency (level C) in both spoken and written English.
• Intermediate knowledge (level B) of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

DESIRED EXPERIENCE/KNOWLEDGE FOR ENTRY INTO THE ROLE

• In-depth knowledge of financial management and reporting.
• Training and/or experience utilising computers, including word processing, spreadsheet and other standard WFP software packages and systems, including SAP and other ERP systems.
• General knowledge of UN system policies, rules, regulations and procedures.

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational. Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days’ annual leave, home leave, an education grant for dependent children, pension plan and medical insurance.

Please visit the following websites for detailed information on working with WFP. Click on: “Where we work” and “Our work” to learn more about WFP’s operations.

To find out more about:
WFPs work, www.wfp.org
Compensation https://icsc.un.org/secretariat/sad.asp?include=ss

DEADLINE FOR APPLICATIONS: 09 July 2018
Apply online through this link: http://bit.ly/finance-officer-P2

Female applicants and qualified applicants from developing countries are especially encouraged to apply.

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

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.
Job Title: Finance Officer P3 - FIT Pool-All Locations

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.

ABOUT WFP AND THE FIT POOL

The United Nations World Food Programme is the world’s largest humanitarian agency fighting hunger worldwide. 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. At WFP, we are driven and defined by our mission to fight world hunger, save lives, feed people’s dreams of a brighter future, reduce risk and help enable people, communities and countries meet their own food and nutrition needs. WFP goes anywhere it’s needed and does what it takes to get the job done. You will find our people at the heart of every major humanitarian intervention around the world, providing the essential life-saving foundation required for those furthest behind. Each year, we reach an average of 80 million people with food assistance in around 80 countries. Delivering our mission requires deep respect for personal and cultural differences and close collaboration between every member of our global team. While the 16,000 people working for WFP reflect the rich diversity of the world in which we work, the vital importance of our shared mission underpins a remarkably close community of purpose.

The World Food Programme (WFP) is offering life-changing job opportunities you are unlikely to find in other organizations. Working at WFP will give you the opportunity to work beyond your expectations, to be enriched by truly meaningful work and deepen your professional expertise.

The Future International Talent Pool (FIT Pool) is an entry point for a professional international career with WFP. WFP is looking to build a pool of highly qualified and dynamic talents interested in going to any of our 80 countries in which WFP operates, including hardship duty stations, when the need arises.

A FIT Pool member is placed on the pool for a period up to 2 years during which he/ she is considered with priority each time WFP has a specific need for a Fixed Term International Professional staff member in his/her functional area and level. For more information: http://www1.wfp.org/fit-pool

JOB PURPOSE

To manage the stewardship of WFP’s resources through monitoring financial and accounting data, analysing, and reporting and providing technical advice to enable effective management of funds, and ensure assistance to beneficiaries is undertaken in the most efficient and effective way possible. To establish team priorities and work plan.

KEY ACCOUNTABILITIES (not all-inclusive)

- Support corporate finance and resource management strategies by contributing to the development of policies and procedures for Country Offices or Headquarters based units, participating in key programmatic initiatives, and embedding value for money in these initiatives through advice on financial assessment, reporting and accounting.
- Lead on the implementation of Country Office finance, budgeting and resource management operations, in order to support the timely and effective supply of food assistance, and comply with WFP standards and processes.
- Carry out regular visits to field operations as appropriate and assist in clarifying and improving proper application of policies and procedures, and prepare comprehensive reports on findings with improvement action plans.
- Lead on the delivery of accurate financial reporting and analyses in accordance with International Public Sector Accounting Standards (IPSAS), ensuring accuracy, deadlines and compliance with accounting processes and corporate governance requirements.
- Provide financial assessment of partners, service providers, and other entities as needed, providing conclusions to management to enable them to make informed decisions and minimize financial risk to the organisation.
- Ensure that bank reconciliation, disbursements, clearance of receivables, overall cash management and monthly financial closures are performed regularly and in accordance with corporate requirements.
- Where necessary, manage and deliver administrative services, negotiating contracts and following standard processes to provide cost-effective, quality and timely services to WFP staff.
• Monitor and analyse financial and accounting data, identifying and forecasting trends, anomalies or issues, and proposing solutions to management with regards to: status of budgets, availability of funds, programme effectiveness and financial viability.
• Identify and develop improvements to policies, systems and procedures in order to improve the efficiency and effectiveness of operations, minimise risk, and ensure services are aligned with business objectives.
• Advise and support Country Office on internal controls for segregation of duties and undertake periodic risk and internal control assessments to identify areas which may present potential audit, compliance or financial risks.
• Represent unit/Country Office at internal meetings, external meetings and events with other UN agencies, banks and other financial institutions, or other partners and entities as required.
• Contribute to preparedness actions such as early warning, risk analysis and contingency planning and make recommendations. Periodically monitor the management of risks and report on any action taken.
• Supervision of a team of finance staff, establishing priorities and work plans, monitoring progress, and providing coaching, training and guidance to ensure appropriate development and enable high performance.
• Take responsibility for incorporating gender perspectives in areas of work, to ensure equal participation of women and men.
• Other as required

STANDARD MINIMUM REQUIREMENTS

Education:

• Advanced University degree in Finance, Business Administration, Accounting or related fields, or First University degree in the same subject(s) with additional years of related work experience plus membership in an international recognised professional accountancy body such as Association of Chartered Certified Accountants (ACCA), Institute of Certified Public Accounts (ICPA) or equivalent.

Experience:

• At least five (5) years of post-graduate solid and progressively responsible professional experience in finance with great independence, decision making authority, supervision of staff and managing complex budgets.

Language:

• Fluency (level C) in both spoken and written English.
• Intermediate knowledge (level B) of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

DESIRED EXPERIENCE/KNOWLEDGE FOR ENTRY INTO THE ROLE

• Has developed financial policies and procedures;
• In-depth knowledge of financial management and reporting;
• Training and/or experience utilising computers, including word processing, spreadsheet and other standard WFP software packages and systems, including SAP and other ERP systems;
• General knowledge of UN system policies, rules, regulations and procedures;

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational. Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

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- WFPs work, www.wfp.org
- Compensation https://icsc.un.org/secretariat/sad.asp?include=ss

**DEADLINE FOR APPLICATIONS:** 9 July 2018


Female applicants and qualified applicants from developing countries are especially encouraged to apply

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Job Title: Finance Officer P4 - FIT Pool-All Locations

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.

ABOUT WFP AND THE FIT POOL

The United Nations World Food Programme is the world’s largest humanitarian agency fighting hunger worldwide. 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. At WFP, we are driven and defined by our mission to fight world hunger, save lives, feed people’s dreams of a brighter future, reduce risk and help enable people, communities and countries meet their own food and nutrition needs. WFP goes anywhere it’s needed and does what it takes to get the job done. You will find our people at the heart of every major humanitarian intervention around the world, providing the essential life-saving foundation required for those furthest behind. Each year, we reach an average of 80 million people with food assistance in around 80 countries. Delivering our mission requires deep respect for personal and cultural differences and close collaboration between every member of our global team. While the 16,000 people working for WFP reflect the rich diversity of the world in which we work, the vital importance of our shared mission underpins a remarkably close community of purpose.

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A FIT Pool member is placed on the pool for a period up to 2 years during which he/ she is considered with priority each time WFP has a specific need for a Fixed Term International Professional staff member in his/her functional area and level. For more information: http://www1.wfp.org/fit-pool

JOB PURPOSE

To manage the stewardship of WFP’s resources, coordinating the work of their team and/or managing the financial management and reporting requirements of regional operations. To leverage expertise to provide innovative strategies and technical approaches to financial matters, in order to ensure that assistance to Beneficiaries is undertaken in the most efficient and effective way.

KEY ACCOUNTABILITIES (not all-inclusive)

- Support the corporate finance and resource management strategies, through contributing to the development of strategically aligned policies, and participating in key programmatic initiatives, and embedding value for money in these initiatives through advice on financial assessment, reporting and accounting.
- Advise and support Country Offices in implementing finance, budgeting and resource management policies and plans in order to ensure transparent and efficient utilization of WFP’s financial resources and identify areas for savings in current financial or business processes.
- Carry out regular visits to Area/Field Offices as appropriate and assist in clarifying and improving proper application of policies and procedures, and oversee preparation of reports on findings with improvement action plans.
- Coordinate the delivery of accurate financial reporting and analyses in accordance with International Public Sector Accounting Standards (IPSAS), ensuring accuracy, deadlines, accounting processes and corporate governance requirements are complied with for the Organization.
- Oversee the provision of financial assessment of partners, service providers, and other entities as needed, providing conclusions to management to enable them to make informed decisions.
- Design, implement, monitor and analyse budgets for new and ongoing projects according to established corporate procedures and requirements.
• Ensure that bank reconciliation, disbursements, clearance of receivables, overall cash management and monthly financial closures are performed regularly and in accordance with corporate requirements.

• Where necessary, manage and coordinate administrative services, negotiating contracts and following standard processes to provide cost-effective, quality and timely services to WFP staff.

• Where necessary, manage and coordinate human resource functions related to staff benefits, recruitment of local staff, and training.

• Consolidate and analyse financial data, identifying potential trends and issues, presenting clear recommendations and influencing management to tackle complex or regional problems.

• Propose innovative financial solutions to achieve programmatic goals, develop and implement improvements to financial policies, systems and procedures in order to improve efficiency and effectiveness of operations, minimise risk, and align services with business objectives.

• Develop and oversee the delivery of financial controls and insight into WFP performance, undertaking periodic risk and internal control assessments to identify areas which may present potential audit, compliance or financial risks.

• Lead, motivate and coach a team of finance professionals and general service staff to enable continued development and high performance.

• Represent unit/Country Office at internal meetings, external meetings and events with other UN agencies, banks and other financial institutions, or other partners and entities as required.

• Contribute to preparedness actions such as early warning, risk analysis and contingency planning and make recommendations. Periodically monitor the management of risks and report on any action taken.

• Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men.

• Others as required.

STANDARD MINIMUM REQUIREMENTS

Education:

• Advanced University degree in Finance, Business Administration, Accounting or related fields, or First University degree in the same subject(s) with additional years of related work experience plus membership in an international recognised professional accountancy body such as Association of Chartered Certified Accountants (ACCA), Institute of Certified Public Accounts (ICPA) or equivalent.

Experience:

• At least eight (8) years of progressively responsible postgraduate professional experience in multiple specialized financial areas. Extensive experience in roles with great independence and decision making authority, supervision of staff and managing complex budgets of projects/programmes.

Language:

• Fluency (level C) in both spoken and written English.

• Intermediate knowledge (level B) of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

DESIRE EXPREIRE/KNOWLEDGE FOR ENTRY INTO THE ROLE

• Ability to assimilate and analyse complex issues to develop strategies and policies;

• General knowledge of UN system policies, rules, regulations and procedures;

• Strong knowledge and experience on application of International Public Sector Accounting Standards;

TERMS AND CONDITIONS

Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years.

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To find out more about:
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- Compensation https://icsc.un.org/secretariat/sad.asp?include=ss

**DEADLINE FOR APPLICATIONS:** July 8, 2018


**Female applicants and qualified applicants from developing countries are especially encouraged to apply**

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