

ORGANIZATIONAL CONTEXT:

The World Food Programme (WFP) is the United Nations frontline agency fighting hunger. WFP reaches more than 150 million people per year - delivering humanitarian food assistance and working with smallholder farmers, communities, and governments to improve nutrition and build resilience to crises. As conflict, climate change and economic shocks drive up the number of hungry people in Eastern Africa, finding innovative solutions to the complex humanitarian and development challenges in the region is essential, now perhaps more than ever.

In Rwanda, WFP supports the Government with its ambitious goals to ensure food security and nutrition and equitable access to sustainable livelihoods for all. In this effort, WFP Rwanda works closely with diverse stakeholders to provide general food and nutrition assistance to over 135,000 refugees, asylum seekers and returnees; to strengthen national disaster risk management, social protection, school meals and nutrition programmes; to transform food systems; and to support emergency preparedness and response.

JOB PURPOSE:

To provide support to policy and programme activities that effectively meet food assistance needs

KEY ACCOUNTABILITIES (not all-inclusive, within delegated authority):

- Contribute towards the development of a wide variety of projects, plans and processes, ensuring alignment with wider programme policies and guidance.
- Provide project management support to specific and defined programmes and projects of considerable size/complexity, ensuring a coordinated approach with wider programmes that comply with WFP standards and procedures.
- Develop and coordinate data gathering and monitoring systems, ensuring that rigorous quality standards are maintained. Oversee the enhancement of monitoring, evaluation and accountability systems for school feeding with the M&E unit, ensuring relevant and credible data and evidence are generated and utilised to inform the activities
- Research and analyse a range of policy and operational issues to inform the development of policies, programmes and activities, shaping WFP's school

feeding learning agenda. Design and coordinate research and evaluation assignments, and strengthen research partnerships

- Lead the preparation of accurate and timely reporting on programmes and activities that enable informed decision-making and consistency of information presented to stakeholders, including donors.
- Liaise with internal and external counterparts to ensure effective collaboration, monitor ongoing projects and highlight potential risks to project delivery. Ensure adequate information sharing with and reporting and accountability by cooperating partners
- Support the identification, development and management of potential partnerships for collaborative working leading to improved food assistance packages.
- Support the documentation of best practices and knowledge management with a focus on sharing Rwanda school feeding experiences with regional and global audiences
- Support the capacity building of WFP staff, partners and the national government to prepare for and respond to programmatic needs
- Guide and supervise more junior staff, acting as a point of referral and supporting them with analysis and queries.
- Other as required.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:

- Has deepened technical knowledge through exposure to technical teams.
- Has taken leadership of implementing multi-sectoral programmes.
- Has provided input into policy discussions and decisions.
- Strategic thinking and analytical skills
- Skills or experience in designing and implementing analytical, research and evaluation assignments
- Ability to work independently in a timely and organised manner
- Strong interpersonal skills and ability to develop and maintain relationships with a variety of stakeholders, conveying an informed and professional demeanour toward internal and external partners and stakeholders

- Ability to work as part of a team and manage more junior colleagues, participating in open dialogues and valuing diverse opinions of others, regardless of gender, culture, background or experience
- Excellent written and oral English communication skills

STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

Education & Experience:

- Master's degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance
- Bachelor's degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance with additional 3 years of experience
- At least 3 years of progressively relevant work experience in a similar role as described in the roles and responsibilities

Skills and Competencies:

- Strong written and verbal communication skills.
- Good organisational and time management skills.
- Ability to manage multiple tasks and meet deadlines.
- Strong interpersonal skills and ability to liaise professionally with Government officials and partners.

Languages:

Fluent in English and Kinyarwanda (both oral and written)