

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

This position is based in [duty station] and reports to [xxx].

THE ROLE

To collect, analyse and report on information to maximise efficiency of procurement operations and activities.

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

- Support procurement programs and operational activities, (e.g. issue tenders, evaluate offers and negotiate/award contracts), following standard processes and contributing to successful procurement of food and non-food commodities or services.
- Contribute to analysis of data to provide recommendations for process improvement.
- Collate data and contribute to preparation of accurate and timely reports of procurement activities, to contribute to a WFP wide view that enables informed decision making and consistency of information presented to stakeholders, leading to performance optimization.
- Support auditing of procurement activities by collating the necessary information for recommendations to be responded to appropriately to ensure conformity with compliance rules.
- Work in close collaboration with internal counterparts to align procurement activities with wider programmes and ensure a coherent approach to meeting food assistance needs.
- Support training of WFP staff to take a strategic and proactive approach to the procurement of food and non-food commodities and services, for example designing and reviewing training materials.
- Guide and supervise a limited number of more junior staff, acting as a point of referral and supporting them with simple analysis and queries.
- 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.

- Act in an assigned emergency response capacity as required to meet emergency food assistance needs.
- Other as required.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced University degree in Economics, Commerce, Business Administration, Engineering, Legal or Accounting or other relevant field, or First University degree with additional years of related work experience and/or training/courses.

Desired experiences for entry into the role:

- Experience handling routine transactions/ purchase of commodities/goods/services.
- Experience developing timelines and cost reports for suppliers (e.g. retailers, wholesalers and traders).
- Demonstrated experience coordinating procurement processes with other units/ teams (e.g., logistics, ICT, Administration).

Language: Fluency (level C) in French and English language.