

JOB TITLE: Consultant Partnerships

TYPE OF CONTRACT: International Consultant, Regular, Level I

UNIT/DIVISION: Partnerships Unit / Regional Director Front Office (WACARO)

DUTY STATION (City, Country): Dakar, Senegal

DURATION: 11 months

BACKGROUND AND PURPOSE OF THE ASSIGNMENT

The WFP Regional Bureau for West and Central Africa (WACARO) requires strengthened partnership engagement to support resource mobilization and strategic positioning. The consultant will support the Regional Director's front office under the Head of Partnerships, ensuring high-quality donor engagement, strategic communication, and coordination. The role ensures continuity, responsiveness, and effective delivery in a high-demand partnerships environment.

ACCOUNTABILITIES / RESPONSIBILITIES

- Support donor engagement through briefs, talking points, and background notes for senior management.
- Contribute to resource mobilization through proposal drafting and donor intelligence.
- Coordinate high-level meetings, missions, and events involving the Regional Director.
- Draft strategic communication products including reports and concept notes.
- Ensure coordination with Country Offices and technical units.
- Maintain partnership tracking tools and dashboards.

DELIVERABLES AT THE END OF THE CONTRACT

- High-quality briefing packages for senior management.
- Donor proposals and funding tracking outputs.
- Meeting reports and follow-up action tracking.
- Updated partnership databases and tools.
- Communication materials supporting visibility.

QUALIFICATIONS & EXPERIENCE REQUIRED

Education:

Education: Advanced university degree in International Relations, Development Studies, Economics or related field.

Experience:

Experience: Minimum 3–5 years in partnerships, donor relations, or programme support; experience in UN/WFP is an asset.

Knowledge & Skills:

partnerships, donor relations, or programme support; experience in UN/WFP is an asset.

Languages:

English, French

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

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REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- All applications must be submitted exclusively through our online recruiting system. We do not consider CVs or applications sent by email, LinkedIn, or any other channel.
- We strongly recommend that your Workday profile is accurate and complete, and that all sections are filled in, including your employment history, academic qualifications, language skills, and UN grade (if applicable). Once your profile is completed, please apply, and submit your application.
- If you experience technical issues while submitting your application, you may contact us at global.hrrecruitment@wfp.org. Please note that this email is **only** for technical issues with an application - **unsolicited applications or documents sent to this inbox will not receive a reply.**
- At the application stage, the only required documents are your CV and Cover Letter. Additional documents (passport, certificates, recommendation letters, etc.) may be requested later in the process.
- Only shortlisted candidates will be contacted and invited to proceed to the next stage of the recruitment process.