

JOB TITLE: Programme Policy Officer (Cooperating Partners Management)

TYPE OF CONTRACT: Fixed Term NOB

UNIT/DIVISION: Operational Partners Unit- Delivery Assurance HQ

REPORTING TO: OPU Head of Field Support and Digital Assurance

DUTY STATION (City, Country): Dakar, Senegal

DURATION: 12 months (renewable)

Organizational Context:

The position is based in Dakar, Senegal and reports to the Team lead based in Nairobi.

The technical advisor supports WFP's programme quality and accountability through technical advisory services, policy translation, and operational field support related to partnership management, assurance systems and capacity strengthening.

The position provides field support to country offices across the West, Central Africa, Latin America and Caribbean islands Regions (WACARO and LACRO) and other regions as needed, supporting the application of corporate policies and guidance in diverse operational contexts, including emergency and protracted crisis settings. The role operates with a gradual degree of independence within a defined technical area and works in close coordination with regional hubs and Headquarters technical units.

Job Purpose:

To provide technical guidance, policy advice and regional field support to Country Offices in WACARO, LACRO and other regions as needed, on partnership management, assurance and capacity strengthening, ensuring programmes are compliant with WFP corporate policies, Executive Board decisions and risk management frameworks, while remaining operationally feasible and responsive to field realities.

Key Accountabilities:

(Within delegated authority)

1. Policy Translation and Technical Advisory Support

- Interpret, adapt and support the implementation of WFP corporate policies, guidance and normative frameworks related to NGO partnerships, assurance, localization and programme risk management.
- Provide technical advice to Country Offices on moderately complex partnership and programme quality issues, clarifying policy ambiguities and supporting compliant, risk-informed operational solutions.
- Provide ongoing regional field support to WACARO and LACRO Country Offices and other regions as needed, including remote and mission-based support, to address partnership, assurance and compliance challenges.

2. Partnership Management and Assurance

- Support Country Offices in the planning and management of operational

partnerships, including partner selection, engagement modalities, capacity assessments and oversight arrangements.

- Follow up on assurance standards, spot checks, audit follow-up and compliance mechanisms, supporting Country Offices to address audit recommendations and mitigate operational and fiduciary risks.
- Review and contribute with technical input on partnership-related documentation and submissions to ensure alignment with corporate requirements.
- Provide technical advice to Country Offices on assurance, risk mitigation, and compliance considerations related to government-implementing partnerships and other non-NGO delivery modalities, in line with corporate guidance.

3. Capacity Strengthening and Localization Support

- Support the design and implementation of partner capacity strengthening initiatives aligned with WFP's localization commitments, assurance requirements, and operational priorities.
- Contribute to the development, refinement and dissemination of tools, guidance notes and learning materials related to partnerships, assurance and compliance.
- Promote practical, evidence-based approaches to capacity strengthening that balance accountability requirements with partner realities.

4. Programme Quality, Evidence and Risk-Informed Decision-Making

- Promote the use of evidence, lessons learned and field feedback to inform technical advice, policy application and programme improvement.
- Support Country Offices in adopting risk-informed approaches to partnership and programme management across emergency and non-emergency contexts.
- Contribute to analytical products, briefing notes and internal reports related to programme quality, partnerships and assurance.

5. Coordination and Representation

- Act as a technical focal point for partnership, assurance and capacity strengthening issues for WACARO and LACRO Country Offices, liaising with Regional hubs and Headquarters units to ensure coherent and consistent advice.
- Participate in regional workshops, webinars and coordination fora related to partnerships, assurance, programme quality and localization.
- Maintain effective working relationships with internal stakeholders and partners as required.

6. Team Support and Knowledge Management

- Provide technical supervision, coaching and quality assurance support to junior staff and consultants within the area of responsibility.
- Contribute to knowledge management by documenting good practices, lessons learned and emerging operational issues.
- Perform other related duties as required.

QUALIFICATIONS & EXPERIENCE REQUIRED

Education:

- Master's degree in international affairs, business administration, social sciences,

development studies, or a related field; or an advanced university degree with an additional two (2) years of relevant professional experience and/or professional development.

Experience:

- At least three years of post-graduate, progressively responsible professional experience in development or humanitarian contexts, including at least two (2) years in international field settings.
- Demonstrated experience integrating operational partnership considerations into programme design, implementation, and oversight across humanitarian–development–peace contexts.
- Demonstrated experience engaging at a strategic level with cross-functional teams to translate policy into operational practice and to advance organizational priorities and advocacy.
- Proven experience facilitating workshops, delivering training, and supporting capacity strengthening initiatives for country offices and field operations.
- Strong understanding of the social, cultural, and political contexts shaping programme and partnership implementation in the WACARO and LACRO regions.
- Experience providing technical guidance and advisory support to diverse audiences, including country office teams, senior management, and regional technical units.

Desirable:

- Experience in emergency settings.

Skills and knowledge:

- Strong knowledge and practical application of key areas including localization, country capacity strengthening, people-centred approaches, conflict sensitivity, and protection from sexual exploitation and abuse (PSEA).
- Knowledge of risk management, internal control frameworks, and assurance principles, with the ability to support risk-informed programme and partnership decision-making.
- Ability to work effectively in multidisciplinary teams and maintain collaborative relationships with colleagues, partners, and stakeholders at all levels.
- Proven ability to work collaboratively and independently, contributing to team environments and providing contextual, demand driven support across units and functions.
- Ability to interact respectfully and productively with individuals from diverse national, cultural, and professional backgrounds, including those with varying levels of experience and seniority.
- Strong organizational and planning skills, with the ability to set priorities, coordinate tasks, and adapt to evolving assignments and unforeseen challenges.
- Effective communication and negotiation skills.
- Understanding of the United Nations system and the roles of its various agencies in advancing localization and related themes.
- Strong analytical and writing skills in both French and English, possibly in Spanish

in addition.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); knowledge of tools such as Canva or SPSS would be an asset.
- Flexibility to travel frequently and on short notice, as required by the assignment.

Languages:

- Fluent (level C) verbal and written English and French are required.
- Working knowledge of Spanish (level B or above) would be advantageous.

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](#)

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact: global.inclusion@wfp.org

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