



**WFP TURKEY OFFICE  
VACANCY ANNOUNCEMENT NO WFP/TUR/2016/20**

<b>Functional Title:</b>	<b>Programme Policy Officer</b> Social Protection and Safety net
<b>Duty Station:</b>	<b>Ankara - Turkey</b>
<b>Unit</b>	Programme
<b>Functional Level:</b>	<b>SC 8 (NOA)</b>
<b>Contract Type and Duration:</b>	Service Contract for 6 Months renewable
<b>Date of Issue:</b>	26 June 2016
<b>Closure Date:</b>	10 July 2016

**ACCOUNTABILITIES:**

Within the assigned unit and delegated authority Programme Officer (Social Protection and Safety net) will be responsible for the following duties:

**DUTIES AND RESPONSIBILITIES**

1. Support the formulation of programme policies related to social protection and safety nets in line with both organizational strategies and the practical realities of operating in the field.
2. Provide specialized support across the programme cycle to the Programme Unit, with a specific focus on social protection and safety net programming, ensuring that the activities are performed within the established objectives and follow WFP's policies and procedures.
3. Develop operational partnerships and identify opportunities for collaborative approaches and initiatives that improve assistance packages and support advocacy work.
4. Perform accurate, timely recording of data for social protection and safety net work streams and ensure consistency of information presented to stakeholders.
5. Participate in different forums on subjects related to food security, social protection and resilience building.
6. Support the preparation and dissemination of timely analytical and critical reports, publications, and a variety of information products or proposals for internal and/or external use.
7. Monitor allocated resources to ensure they are used efficiently and are in line with agreed plans.
8. Conduct timely monitoring and evaluation of activities and prepare accurate and comprehensive reports on WFP's operations and performance to inform efficient operational planning and decisions.
9. Develop and sustain partnerships with local government authorities, international and local NGOs, UN agencies, civil societies, beneficiaries and other partners to improve programmes and policies on social protection and safety net programmes.
10. Provide support to programme staff, acting as a point of referral and assisting them with analysis and queries.
11. Proactively incorporate gender, age, disability and protection perspectives in all areas of work, to ensure equal participation and equitable access to assistance of all beneficiaries.
12. Other tasks as required and assigned by the supervisor or the senior management.

**RESULTS EXPECTED:**

1. Understands WFP's Strategic Objectives and the link to own work objectives.
2. Flexibly adapts individual contributions to accommodate changes in direction from supervisors and internal/external changes (such as evolving needs of beneficiaries, new requirements of partners).
3. Recognizes and shares with team members the ways in which individual contributions relate to WFP's mission.
4. Sets own goals in alignment with WFP's overall operations, and is able to communicate this link to others.
5. Assesses own strengths and weaknesses to increase self-awareness, and includes these in conversations on own developmental needs.



6. Participates in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment.
7. Proactively seeks feedback and coaching to build confidence, and develop and improve individual skills.
8. Participates in accomplishing team activities and goals in the face of challenging circumstances.
9. Shows willingness to explore and experiment with new ideas and approaches in own work.
10. Consistently delivers results within individual scope of work on time, on budget and without errors.
11. Commits to upholding individual accountabilities and responsibilities in the face of ever-changing country or functional priorities.
12. Makes rational decisions about individual activities when faced with uncertain circumstances, including in times of ambiguity regarding information or manager direction.
13. Seeks to understand and adapt to internal or cross-unit teams' priorities and preferred working styles.
14. Demonstrates ability to understand and appropriately respond to and/or escalate needs of external partners.
15. Portrays an informed and professional demeanor toward internal and external partners and stakeholders.
16. Provides operational support on analyses and assessments that quantifies and demonstrates WFP's unique value as a partner.

#### COMPETENCIES REQUIRED:

1. Demonstrates ability to identify key variables and contextual factors that affect food assistance problems and programmes throughout the lifecycle to inform quality programme design or re-design.
2. Demonstrates ability to analyze and consolidate quantitative and qualitative information from different sources (e.g., market studies) to inform transfer modality selection and programme development.
3. Demonstrates the ability to interpret basic data in the context of WFP specialized fields to contribute to technical programme design, implementation and monitoring.
4. Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.

#### MINIMUM QUALIFICATIONS:

**Education:** Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses.

**Experience:** At least 3 years of relative experience.

**Desirable Experience:**

- ✓ Has gained experience in implementing technical programs (i.e. nutrition, etc.).
- ✓ Has implemented programmes and provided input into designing operations.
- ✓ Has provided input into policy discussions and decisions.

**Language:** Fluency in both oral and written communication in English and Turkish  
Arabic language considered an asset

**Nationality and Residency:** The applicant should be either a Turkish national or have a valid Turkish residence at the time of application.



#### HOW TO APPLY:

- Applications must be submitted online
- Application procedures:
  1. To view the job description and apply to this vacancy please go to:  
  
<http://i-recruitment.wfp.org/vacancies/invite.jsp?reqcode=16-0021613>
  2. Create your online CV
  3. Click on “Apply” to submit your application (please note that you must complete step two in order for your application to be properly submitted).
- Female candidates are encouraged to apply.
- Only candidates who are short-listed will be contacted