



## **WFP, Internship**

### **Executive Board Secretariat – Rome, Italy**

The World Food Programme is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking to fill an internship position under the Front Office of the Executive Board Secretariat. The position will be based at our Headquarters in Rome, Italy. The Internship will be for an initial period of 6 months starting from 1 October 2016.

#### **Description of the Hiring Division**

The Executive Board Secretariat is the interface between the WFP Executive Board Membership (Board Members and Observers) and WFP Management. Its core function is to facilitate the governance of the organization by providing professional services to Board processes, and in doing so, to promote dialogue, consensus, trust and understanding between the Board and WFP Management.

The Executive Board Secretariat is led by the WFP Secretary to the Board, assisted by a Deputy Secretary. They lead a team of 26 long-term staff as well as a larger group of temporary professionals who handle Board documentation, Conference Services and the WFP Library. The functions of the Secretariat are to:

- ▶ facilitate the interaction between the Executive Board and WFP Management;
- ▶ provide the necessary conference services to the Board and its Bureau;
- ▶ manage the relationship between the Executive Board and other governing bodies, including WFP's two parent organizations – the Food and Agriculture Organization and the United Nations – as well as external advisory bodies, such as the Board-appointed External Auditor and Audit Committee;
- ▶ provide a documentation and research space for the Membership on WFP-related issues;
- ▶ facilitate exchange of information with Permanent Representations to the Rome-based UN agencies.

#### **Description of the Position**

Under the direct supervision of the Deputy Secretary to the Board, the intern will perform the following tasks:

##### **Support Board Governance Processes**

- Assist in the development of an annual analytical statistical report on the work of the Executive Board to streamline/improve governance processes;
- Observe Executive Board and Bureau sessions to gain an understanding of key governance issues facing WFP;
- Assist in organizing field visits of the WFP Executive Board and Joint Boards (which include UNDP/UNFPA/UNOPS, UNICEF and UN-WOMEN) as well as in preparations for Joint Boards meetings. This includes liaising with relevant HQ Units or Country Offices to collect background and preparatory information required for these activities and supporting the finalization of a PowerPoint to be shown at each Board session;

- Synthesize WFP and UN system-wide processes into concise briefs to support the work of the Secretary and Deputy Secretary;
- Lead the compilation of Notes for the Record for weekly staff and pre-Board Regional List meetings with the Executive Director; and
- Maintain the manual of Standard Operating Procedures (SOPs) to support the work of governing and advisory bodies. Use the SOPs for Board processes as a model and define activities/processes and action required by each unit to streamline services to these bodies.

### **Support Board Communication Activities**

- Produce "Executive Board Highlights" and teaser articles before and after each Executive Board session, synthesizing core discussions, issues and decisions for dissemination to all WFP staff on the internal website. Work with Communications to keep the information on the Board posted in the Intranet complete and updated;
- Review and make proposals to improve the Executive Board website including presentation and access to current information as well as additional information.

### **Essential Requirements**

- Currently enrolled and have attended University courses in the last 12 months inclusive of having completed at least two years of undergraduate studies or have recently graduated in the last 12 months in political science, international relations, public administration or information and knowledge management;
- Proficiency in MS Office (Word, Excel, Power Point, Outlook);
- Fluent in English, both written and oral, with excellent communications skills;
- knowledge of French or other Board language Arabic or Spanish;
- Previous experience in international humanitarian or development work or experience related to knowledge and information management with a keen interest in governance.

### **Terms and Conditions**

- Interns receive a monthly stipend from WFP up to the maximum amount of US\$700 per month, **(the current amount for Rome is around \$600)**.
- WFP is not responsible for living expenses, arrangements for accommodation, travel to and from WFP internship location, necessary visas and costs related.

### **Application procedures:**

Go to: <http://www.wfp.org/about/vacancies/internship/16-0022157>

**Step 1:** Create your online CV.

**Step 2:** Click on the hyperlink to view the current opening(s) and "Apply" to submit your application.

NOTE: You must **complete Step 2** in order for your application to be considered for this Internship.

**Deadline for applications: 23 September 2016**

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. Qualified female applicants and qualified applicants from developing countries are encouraged to apply.*

**REF: 16-0022157**

Fighting Hunger Worldwide