



TERMS OF REFERENCE

Junior Professional Officer (JPO) Programme

Programme Officer (Emergency Preparedness and Response), Dakar, Senegal Regional Bureau for West Africa

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking for a Junior Professional Officer to fill the position of Programme Officer (Emergency Preparedness and Response) with our Regional Bureau for West Africa based in Dakar, Senegal.

General Information

- **Title of Post:** Programme Officer (Emergency Preparedness and Response)
- **Supervisor:** Regional Programme Advisor in charge of EPR Unit
- **Unit:** Regional Bureau for West Africa
- **Country:** Senegal
- **Duty Station:** Dakar
- **Duration of assignment:** Two years

Duties and responsibilities

Reporting to the Regional Programme Advisor in charge with the EPR unit and in coordination with other regional staffs and country offices, within delegated authority the EPR JPO will be responsible for the following duties:

- Assist in strengthening WFP's Emergency Preparedness approach and strategy in West and Central Africa;
- Assist in enhancing preparedness systems (early warning, contingency planning, roster, training, pandemic preparedness...);
- Assist in strengthening information exchange and operational linkages between WFP HQ and Regional Bureau, other UN Regional Bureaux, and other partners;
- Assist in preparing and conducting UNCT and WFP Country Offices capacity building assessments and consequent capacity building exercises;
- Contribute to the preparation of DRR project templates and guidelines and provide support during project design and implementation support missions;
- Assist in reviewing key COs' program documents during preparatory phases and provide required support in coordination with other relevant ODD units;
- In case of major emergency, provide the required back-up and support to the EPR head of unit and assist in reviewing the preparedness status for developing crisis;
- Manage the preparation and the implementation of Inter-Agency Assessments and Joint Assessment Missions (JAMs);
- Assist in actively engaging during coordination and sectoral inter-agency meetings organized at regional level;
- Assist in analyzing data received from the field and in preparing periodic feedback reports.

Qualifications and experience

- Advanced University degree in social sciences, economics and other related fields
- 3 years post graduate job-related experience with international organizations or government institutions in which at least one year field experience preferably with emergency operations and/or emergency preparedness.
- Coordination with different actors and participation in thematic meetings.
- Analysis of report and compiled information from various sources and preparation of analytical reports.
- Excellent analysis and drafting skills are required;
- Ability to engage effectively at working level with a wide range of actors including those in the international humanitarian community and governments;
- Good computer knowledge and skills;
- Ability to work under tight deadlines;
- Maturity, initiative, courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Proficiency in Windows, MS Office (Word, Excel, Powerpoint, Outlook)

Working Languages

Working knowledge of English and French (proficiency/level C).

Training components

The JPO is expected to rapidly become a productive member of the small EPR unit and will benefit from the advice and support of the unit and other Programme Support Unit colleagues. Upon arrival, the JPO will be comprehensively briefed about WFP's policies and modality. During the first month of his/her assignment a learning plan will be jointly prepared and all the required information and documents will be made available.

Frequent field visits will allow the JPO to become familiar with WFP's operations and procedures. Delegated authority and specific TORs will be developed for each mission and the JPO will have increasing responsibilities under the close supervision of the head of unit or the head of mission. Field trip reports should be systematically prepared by the JPO and key issues should be discussed with his/her supervisor.

Learning Elements

At the end of the two-year assignment, the JPO should be able to:

- Know very well WFP's policies and strategies and get acquainted with field operations;
- Manage effectively emergency preparedness systems and pro-actively interact with Country Offices and partners at regional level for an efficient and timely exchange of information;
- Represent efficiently ODD in key coordination and thematic meetings and give pertinent feedback and recommendations to his/her supervisor;
- Participate actively to inter-agency and WFP's specific reinforcement of emergency preparedness capacity of UNCT and COs exercises and missions in an increasingly autonomous way.