

## Job Title: Programme Policy Officer (SSA8), Iran Country Office

***This vacancy is open to Iranian nationals only***

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

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### ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

### ORGANIZATIONAL CONTEXT

The World Food Programme, the leading humanitarian organization fighting hunger worldwide and the 2020 Nobel Peace Prize Laureate reopened offices in Iran in 1987. Since then, the organization has played a crucial role in supporting Afghan and Iraqi asylum seekers residing in the country. Iran currently hosts one of the world's largest and protracted urban refugee situations in the world.

WFP Iran country office supports 33,000 most vulnerable refugees residing in 20 settlements in 13 provinces in Iran through providing food assistance (in-kind and cash); school snacks to boys and girls at primary and junior high schools, incentive for girls education at primary and junior high schools and capacity strengthening activities to improve livelihoods and food security of the most vulnerable refugees in settlements.

Although WFP's intervention in Iran is focused mainly on assisting refugees, the organization has the operational capacity to support the Government and people of Iran in an emergency response should the need be felt in case of a major natural disaster that would exacerbate the capacity of the Government to respond.

The job holders typically report to a Programme Policy Officer or the designate.

At this level, job holders are responsible for the completion of a range of specialized and/or standardized processes and activities requiring some interpretation of standard guidelines and practices. Job holders are able to recommend a course of action to staff at various levels and may allocate tasks to other support staff. They work under minimum supervision, perform basic analyses and compile reports to support information consistency and smooth implementation of programmes/projects.

### JOB PURPOSE

Within delegated authority, the Programme Policy Officer will be responsible for the following duties:

### KEY ACCOUNTABILITIES (not all-inclusive)

- Contribute towards the development or review of WFP Iran's Interim/Country Strategic Plan, processes, ensuring alignment with wider programme policies and guidance
- Provide project management support to activities under the WFP Iran's Interim/Country Strategic Plan, ensuring a coordinated approach with wider programmes that complies with WFP standards and procedures
- Research and analyse policy and operational issues to support senior colleagues in the development of policies, programmes, and activities
- Contribute to the preparation of accurate and timely reporting on WFP Iran's Interim/Country Strategic Plan that enable informed decision making and consistency of information presented to stakeholders

- Provide guidance and supervise junior staff, acting as a point of referral and assisting them with analysis and queries
- Liaise with internal and external counterparts, RB and HQ to ensure effective collaboration, and successful implementation of the Interim/Country Strategic Plan
- Maintain regular coordination with the WFPs cooperating partners and provide project management support to ensure that the various activities are performed within the established targets and objectives following WFPs policies and procedures
- Participate in need assessment missions with other stakeholders in refugee settlements and other targeted areas, representing WFP at regional level in terms of preparation, training, analysis and reporting of findings and recommendations, which includes but not limited to, identification of need/gaps and their root causes, recommendation of good practices (strategically optimal solution) to improve the situation as and when required
- Communicate regularly with Iran Country Office colleagues to highlight challenges and best practices, update on project progress and ensure that regional perspectives and specificities feed into planning at the country office level as and when required
- Ensure regular quality checks of the projects through frequent field visits to the refugee settlements and other targeted areas in order to meet with communities and to be able to provide recommendations to the cooperating partner and WFP Iran management on identified gaps and challenges
- Support the programme unit in preparation of operational plans, annual performance plans, specific Memorandum of Understanding (MOUs) and Standard Operating Procedures (SOPs), Annual Country Report (ACR), progress report to donors and /or any other reports
- Attend working groups as required (e.g. livelihood, Cash Based Transfer, School Feeding, Food Security), provide technical inputs and contribute to effective coordination of activities between WFP, other UN agencies, and INGOs if/when required
- Perform any other duties as required and deemed necessary by the supervisor

## FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
<b>Programme Lifecycle &amp; Food Assistance</b>	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.
<b>Transfer Modalities (Food, Cash, Voucher)</b>	Demonstrates ability to analyse and consolidate quantitative and qualitative information from different sources (e.g., market studies) to inform transfer modality selection and programme development.
<b>Broad Knowledge of Specialized areas (i.e. Nutrition, VAM, etc.)</b>	Demonstrates the ability to interpret basic data in the context of WFP specialised fields to contribute to technical programme design, implementation and monitoring.
<b>Emergency Programming</b>	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
<b>Strategic Policy Engagement w/ Government</b>	Develops thorough recommendations using multiple inputs (e.g., government counsel, research, own experience) to strengthen national or subnational entities and government owned food and nutrition security programmes.

## STANDARD MINIMUM QUALIFICATIONS

### Education:

Advanced University degree in Social sciences, International development, Development economics or other field relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses.

### Language:

Fluency in English and Persian language

### Experience:

- At least 5 years of relevant and solid experience in: Designing, managing, monitoring, and reporting on crisis response projects.
- Has gained experience in implementing technical programs

- Has implemented programmes and provided input into designing operations
- Has provided input into policy discussions and decisions
- Experience in managing teams and working with people with different professional and cultural backgrounds and nationalities.
- Experience working with corporate systems (databases, software).
- Proficient computer literacy.

## TERMS AND CONDITIONS

**Type of Contract:** SSA8

**Unit/Division:** Programme

**Duty Station (City, Country):** Tehran, Iran

**Duration:** Initial six months

## DEADLINE FOR APPLICATIONS

**Saturday 15 June (Midnight Iran time)**

Click '**Apply**' link below to start the application process. Candidate are requested to create an account in WFP E-Recruitment system before applying.

WFP is dedicated to fostering diversity, equity, and inclusion. Our recruitment process is inclusively crafted to welcome candidates of all backgrounds, celebrating diversity and ensuring a respectful environment for all. We aim for an accessible and fair recruitment journey. Should you need any reasonable accommodations or have accessibility concerns, please reach out to us confidentially at [global.inclusion@wfp.org](mailto:global.inclusion@wfp.org). Our DEI team is here to ensure your full participation in our recruitment process.

*This email is only to be used for any disability related accessibility requirements, and not for sending the application itself. Due to volume of applications, any applications or CVs sent through this email address will not be considered as a formal application and will not receive a reply from WFP.*

*Please use VPN and click here to apply*

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=833110&company=C0000168410P>

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks.

*No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*