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| JOB TITLE: | Programme Volunteer |
| TYPE OF CONTRACT: | Volunteer |
| UNIT/DIVISION: | Programme |
| DUTY STATION (City, Country): | Kingstown, St. Vincent and the Grenadines (Caribbean Multi-Country Office) |
| DURATION: | 6 Months |

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies, and working with communities to improve nutrition and build resilience.

WFP established a Multi-Country Office in Barbados to provide technical assistance and capacity-strengthening programming across 22 countries and territories in the English and Dutch-speaking Caribbean. Across the Caribbean, WFP is applying its global expertise to a programme of cross-functional activities designed to improve regional and national preparedness and strengthen systems to deliver rapid and appropriate assistance to people impacted by shocks and disasters.

The WFP is involved in a range of activities, such as providing technical aid for social protection programs (such as data analysis/collection, digitalization, payments), performing vulnerability and risk analysis, managing an integrated supply chain, supporting food security/food systems, and offering disaster risk financing. The office also responds to emergencies in support of governments and CDEMA as needed, including previous responses in the Bahamas (2019) and Saint Vincent and the Grenadines (2021), which both included cash-based transfer responses.

In Saint Vincent and the Grenadines, WFP has transitioned from supporting emergency relief efforts to La Soufriere volcanic eruption in partnership with the government, to longer-term efforts to strengthen social protection and emergency preparedness systems ahead of shocks.

The position will be based in St. Vincent and the Grenadines for the period of 6 months.

ACCOUNTABILITIES/RESPONSIBILITIES:

Under the direct supervision of the Programme Policy Officer, the candidate will perform following duties:

1. Assist in the mapping, documentation, analysis, and evaluation of existing government processes to pinpoint inefficiencies, blockages, and opportunities for enhancement.
2. Engage in regular collaboration with colleagues, other units, and external stakeholders to share ideas and identify opportunities for improvement. Actively participate in meetings and discussions related to process improvement initiatives, contributing insights and proposing solutions to enhance project outcomes.
3. Transcribe/take notes, Prepare reports, and presentations on process mapping and analysis findings.

TERMS OF REFERENCE FOR SHORT-TERM CONTRACTS

4. Maintain continuous visibility of project progress against agreed timelines and coordinate activities in collaboration with the head of the office to ensure projects are delivered on-time and within budget.
5. Assist with planning and executing events, meetings, and conferences.
6. Undertake other duties as assigned by the supervisor.

DELIVERABLES AT THE END OF THE CONTRACT:

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QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Currently enrolled in a university programme. Preferred areas of study are: Public and Social Policy, Development Studies, International Relations, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences, Business Administration, Public Policy, and Communications.

Certified by Hiring Manager Fedel Mansour, Programme and Policy Officer, Head of SO:

J. Mansour

..... **Date:** 21 June 2023

Accepted by Short-term/Consultancy contract holder (name & signature):

..... **Date:**