

**ANNOUNCEMENT
PARTNERSHIP OFFICER, VOLUNTEER**

1. Job title: Partnerships Officer (Volunteer)

2. Duty station: Botswana, Gaborone

3. Background and purpose of the assignment:

This position will support WFP's strategic engagement with the SADC Secretariat, Regional bodies, national governments and International Financial Institutions (IFIs) with a focus on engaging Middle-Income Countries (MICs) to diversify partnerships and sources of funding, particularly around the Changing Lives agenda, especially on the areas of rural development, smallholder farmers, youth employment, women empowerment, and digitalization. The aim is to foster partnerships with national governments and development actors to strategically position WFP within the development sphere and mobilize new resources to achieve zero hunger and advance government development priorities. To support the efforts to achieve Zero Hunger Goal and the eradication of poverty in all its forms, through enhanced South-South cooperation, drive and implement WFP's climate change strategy and approach with a strong focus on collaboration with a wide range of stakeholders, and advocate for the work of WFP in climate action and mobilize resources for relevant WFP programmes.

The Partnership Officer (Volunteer) will play a vital role in developing and maintaining relationships with external stakeholders, including nonprofit organizations, government agencies, and corporate partners. This position will contribute to the growth and sustainability of WFP project implemented by the Joint Implementation Project Team (JIPT) by identifying potential partners, fostering existing relationships, and facilitating collaborative initiatives.

The Partnership Officer (Volunteer) will work under the direct supervision of the Senior Partnerships officer , and will perform the following duties.

4. Key Responsibilities:

- The Partnership Officer Volunteer will be responsible for the following tasks:
- Research and identify potential partners, including nonprofit organizations, government agencies, and corporate entities, that align with the organization's mission and values.
- Reach out to potential partners and establish initial contact to explore collaboration opportunities.
- Build and maintain relationships with existing partners, ensuring effective communication and coordination.
- Collaborate with internal teams, including program managers, communications, and finance, to develop partnership proposals and initiatives.

- Support the negotiation and finalization of partnership agreements, including terms, budgets, and deliverables.
- Assist in the coordination of partnership events, meetings, and activities.
- Monitor and evaluate the progress and impact of partnerships, collecting relevant data and preparing reports for management.
- Stay updated on industry trends, best practices, and emerging partnership opportunities
- Ensure compliance with relevant legal and ethical guidelines in all partnership activities.

5. Qualifications and Skills:

The ideal candidate for the Partnership Officer (Volunteer) role should possess the following qualifications and skills:

Education: Advanced university degree in Politics, International Relations, Public or Business Administration or other relevant field, or First University degree with additional years of related work experience or trainings/courses.

Experience: 1-3 years of postgraduate progressively responsible professional experience in international humanitarian development.

Knowledge & Skills: Sound theoretical understanding of HR concepts and principles with a broad knowledge of best practices, techniques and processes.

- Excellent communication skills (oral and written), with the ability to convey complex information and adapt communication style to different audiences

Strong analytical skills, ability to think creatively and problem solve with flexibility

- Good organisational skills and ability to establish priorities, deliver under tight deadlines, plan, coordinate and implement agreed actions
- Good interpersonal and diplomatic skills and ability to work in multicultural environment, build and maintain effective work relationships
- Ability to maintain high degree of judgement, discretion, and confidentiality
- Ability to quickly assimilate UN/WFP specific processes and systems.
- Ability to prepare concise reports and presentations, produce graphics and leverage social media.
- A strong passion for WFP's mission and a commitment to making a positive social impact.
- A background or experience in partnership development, business development, or a related field is preferred.
- Excellent interpersonal and communication skills, both verbal and written.
- Strong networking and relationship-building abilities.
- Proven ability to work collaboratively with internal and external stakeholders.

- Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks effectively.
- Attention to detail and accuracy in work.
- Proficiency in using computer applications and software relevant to partnership management.
- Familiarity with legal and ethical considerations related to partnerships and collaborations.

6. Time Commitment:

The Partnership Officer Volunteer position is expected to require approximately 40 hours per week. The specific schedule can be discussed and adjusted based on the availability and preferences of the selected volunteer.

7. Reporting:

The Partnership Officer Volunteer will report directly to the Innovation and Special Projects Officer of the AUDA-NEPAD and WFP Joint Programme Implementation Team on Rural Transformation and will collaborate closely with relevant departments within the organization.

8. Duration:

The initial term of this volunteer position is expected to be 6 months.

9. Benefits:

As a volunteer, the Partnership Officer Volunteer will gain valuable experience in partnership development, networking, and project management. They will have the opportunity to make a meaningful contribution to WFP's mission while expanding their professional network and skills.