
JOB TITLE:	Partnerships Volunteer
TYPE OF CONTRACT:	Volunteer
UNIT/DIVISION:	Partnerships Unit
DUTY STATION (City, Country):	Johannesburg, South Africa
DURATION/PERIOD:	6 months

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetime. To contribute to a world with Zero Hunger, WFP is investing in growing its partnerships to drive WFP's effective positioning with partners to attract resources, technical assistance, and innovative solutions to advance the work of WFP. The Regional Bureau for Southern Africa (RBJ) is looking to engage a volunteer who will strengthen the Unit's coordination in donor relations/partnerships in the region. The volunteer will also provide dedicated support to donor landscape analysis, communication, and reporting to ensure efficient resource mobilization and resource management functions.

ACCOUNTABILITIES/RESPONSIBILITIES (not all-inclusive):

Under the supervision of the Government and Private Sector Partnerships Officer, the volunteer will:

1. Implement the work plan for an assigned area to enable WFP to identify, develop and strengthen quality partnerships in support of WFP strategic objectives.
2. Proactively contribute to a partnerships portfolio, including partner profiling and outreach activities, with the aim to maximize resources and leverage policy and technical support for WFP's work; Support partner visibility and ensure partner conditions are met.
3. Use data and information to scope new partners, guided by programmatic assessment and context-specific analysis with the aim to enhance the impact of WFP's work and diversify the resource base.
4. Support the management the Partnerships Unit database on Microsoft Team and SharePoint. This will entail continuous updating of contact details for external partners.
5. Supporting the regional private sector and government partnerships officer on field missions and mission planning.

DELIVERABLES AT THE END OF THE CONTRACT:

1. Support on the development of the regional partnerships pipeline.
2. Support on the completion of field missions and follow-ups.
3. Produce communication and reporting materials as needed.
4. Any other relevant duties as requested by the regional private sector and government partnership

officers.

SPECIFIC QUALIFICATIONS & EXPERIENCE REQUIRED

EDUCATION:

- As determined by the Korean Institutions

KNOWLEDGE AND SKILLS:

- Experience in Research - particularly on companies, commercial activities, background information, desktop or by conducting interviews (where appropriate). This is in order to conduct landscape mapping and identify and generate leads for WFP in Southern Africa.

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- Excellent analytical skills, with the ability to compile, analyse and interpret quantitative and qualitative data, prepare reports, and draw conclusions and recommendations.
 - Excellent writing and editing skills.
 - Strong interpersonal skills and ability to deal patiently and tactfully with people of different national and cultural backgrounds
 - Excellent skills in utilizing computer programmes, including Word, PowerPoint, and spreadsheets. Experience in Publisher is an asset.

LANGUAGE:

Fluency (Level C) in both oral and written English Language. Knowledge of a second official UN language an asset (preferably French or Portuguese)

Certified by Hiring Manager (name/title) & signature):

.....Date:

Accepted by the Volunteer (name & signature):

.....Date: