



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, physical or mental disability.

**Contribution Agreement Data Processing Fellow
Partnerships Coordination Service
Partnerships and Innovation Department
Rome, Italy**

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. We are currently seeking to fill a Fellow position in the Analytics, Governance and Knowledge Management Branch (PCSA) of the Partnerships Coordination Service (PCS), based in Rome, Italy.

BRIEF DESCRIPTION OF THE DIVISION

The Partnerships and Coordination Services (PCS) seeks to enhance coordination, analysis, and knowledge management within the Partnerships and Innovation (PI) Department. PCS is responsible for contribution governance and the corporate voice for analytics on contribution reporting as well as forecasts. PCS acts as central donor intelligence and data clearinghouse to meet internal and external reporting needs. PCS manages the tools and systems that support the organization to raise funds, mobilize resources, and manage partnerships.

GENERAL INFORMATION

- **Number of available positions: 1**
- **Country of assignment: Italy**
- **City of assignment: Rome**
- **Hiring Unit: Partnerships Coordination Service, Partnerships and Innovation Department**
- **Supervisor: Partnership Officer**
- **Working arrangement: In person**
- **Duration of assignment: 6 months with possibility of extension**
- **Expected Starting Date: March 2026**

DUTIES AND RESPONSIBILITIES

- Support the migration of contribution documents and data from one digital system to another.
- Retrieve, tag and upload documents in a new Partnerships platform, following a set of criteria, that will support partnerships fundraising efforts.
- Decipher documents and categorise data in turn improving WFP's ability to report and to oblige to donor terms and conditions.
- Collate, compile and disseminate information to staff using various tools.

- Provide basic support to staff on various information tools, documents and data. Respond to routine queries received and escalate where appropriate.
- Perform other related duties as required.

STANDARD MINIMUM QUALIFICATIONS

- Be a Bachelor's or Master's student in Data Analytics, Social Sciences, Economics, Business Administration, International Relations or a related field.
- Strong knowledge of MS excel, SharePoint, MS Word and MS outlook.
- Very comfortable with learning new systems (such as SAP, Salesforce and DocuSign Contract Lifecycle Management).
- Very comfortable with working on digital data and document (pdf/word) management.
- Excellent written and spoken English is required (proficiency/level C).

TRAINING COMPONENTS

Throughout their assignment WFP Fellows have access to an industry leading learning platform, weLearn. Depending on opportunities and availability of funds, he/she may participate in WFP workshops or seminars, as appropriate.

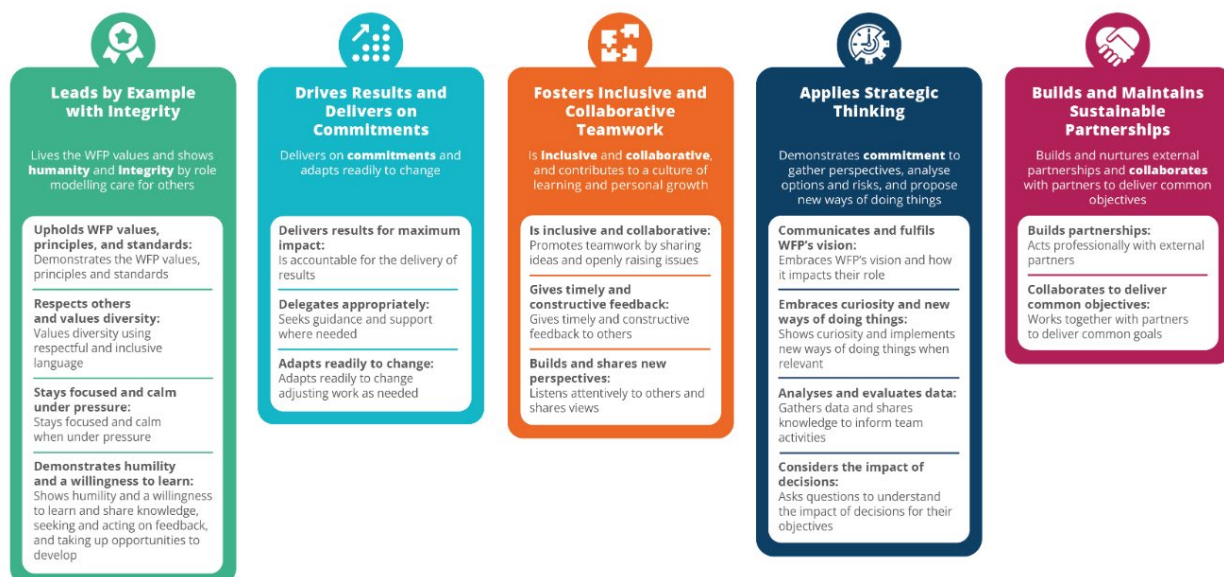
LEARNING ELEMENTS

At the end of the assignment, the Fellow should:

- Have learned principles of processing, cleaning and managing data in the context of a large humanitarian organisation and how that applies to humanitarian and partnership operations.
- Have learned about the function of supporting partnering and fundraising activities in a large humanitarian organisation.
- Have learned about the systems, processes and knowledge management considerations involved in the partnering and funding operations of a large organisation.

WFP LEADERSHIP FRAMEWORK

These are the common standards of behaviour that guide HOW we work together to accomplish our mission.



Different expectations of behaviour are defined depending on your grade and role/responsibilities within WFP.

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.

Saving Lives, Changing Lives