



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.

**Partnerships Fellow
Communications, Partnerships, and Reports Team
WFP Philippines Country Office**

BRIEF DESCRIPTION OF THE DIVISION

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of climate change. Operating in over 120 countries and territories, WFP is renowned for its ability to deliver food assistance swiftly and effectively to people in need, as well as supporting governments in strengthening food and nutrition security systems. In recognition of its global impact, WFP was awarded the 2020 Nobel Peace Prize for its efforts to combat hunger, its contribution to peacebuilding in conflict-affected areas, and its role in preventing the use of hunger as a weapon of war.

WFP's engagement in the Philippines has evolved significantly over time. Initially active in the 1960s, WFP concluded its operations in 1996 as conditions improved, but re-established its presence in 2006 to support the peace process in Mindanao, provide life-saving emergency food assistance, and implement programmes aimed at improving nutrition and the well-being of vulnerable populations.

In the Philippines, WFP's efforts are guided by its work outlined in the Philippines Country Strategic Plan (CSP) 2024-2028. WFP focuses on strengthening government systems at the national and sub-national levels, including in the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM), to further build the resilience of vulnerable individuals and communities. The CSP is aligned with national strategies and policies as well as the United Nations Sustainable Development Framework and is guided by three interrelated outcomes:

- By 2028, communities exposed to shocks and stressors in the Philippines are better able to meet food, nutrition and other essential needs with inclusive and equitable emergency preparedness and response capacity at the national and local levels.
- By 2028, communities vulnerable to food and nutrition insecurity in the Philippines are more resilient and can better manage risks affecting human capital gains and food systems, inclusively and equitably.
- The Government and partners in the Philippines access WFP services that augment their interventions, upon request.

These strategic objectives are framed within the context of the Philippines being on the verge of becoming an upper-middle income country, while at the same time being one of the world's most disaster-prone

countries. Disasters remain a leading cause of hunger, affecting all aspects of food security: economic and physical access to food, availability and stability of supplies, and nutrition.

While WFP Philippines maintains a strong capacity to respond directly when significant shocks occur, the overall emphasis of the Country Office lies on systems strengthening (disaster risk management, social protection and food systems) at national, local government unit, and BARMM levels. WFP utilizes its field operations expertise to support the Government in delivering on key food programmes linked to its mandate and the CSP, including supporting the conceptualization and roll out of national priority programmes such as Walang Gutom 2027 and LAWA (Local Adaptation to Water Access) at BINHI (Breaking Insufficiency through Nutritious Harvest for the Impoverished) and modelling globally proven programmes such as home-grown school feeding – linking local smallholder farmers production to the institutional demand of school meals programmes. WFP engages at the national level on policy dialogue, supporting legislative advances in areas such as school meals, anticipatory action and rice fortification.

GENERAL INFORMATION

- **City and Country of assignment: Manila, Philippines**
- **Hiring Unit: Communications, Partnerships, and Reports Team**
- **Hiring Division: Partnership Division**
- **Supervisor Role: Partnerships Officer**
- **Working arrangement: In person**
- **Duration of assignment: 6 months**
- **Expected Starting Date: September 2026**

DUTIES AND RESPONSIBILITIES

- Prepare donor reports, in compliance with specific donor requirements, verifying the coherence of reports with related project proposals and previous reports;
- Prepare regular information and corporate reports to inform current and potential partners, including partnership and advocacy briefs, monthly Country Briefs, Annual Country Reports, presentations, and factsheets;
- Liaise closely with all units to gather and collate accurate data about WFP operations;
- Keep track of report due dates and work in collaboration with Cotabato Sub-Office and the Country Office to follow up and ensure timely reporting;
- Contribute to the development of quality partner proposals and reports by engaging with other WFP entities and external stakeholders; ensure partner visibility and partner conditions are met;
- Organize and execute special events, with external partners and media, including donor events, donor field visits, programmatic workshops and seminars. Serve as an information focal point and coordinate events to optimize publicity of WFP's activities;
- Coordinate with the communications team to prepare content to increase partner visibility for use on traditional and social media platforms, and printed materials, ensuring consistency with corporate messages;
- Provide coordination and specialized services to units in the development of preparation and execution of communication campaigns and materials for target audience;
- Support units in the design, development, and creation of all digital and traditional advocacy materials such as factsheets, flyers, brochures, tarpaulins, infographics, photo cards, and other visibility and printed materials to enhance coverage and support of WFP's activities, ensuring consistency with corporate messaging and standards;
- Ensure that visibility requirements are met on the highest standards based on the consistency with corporate messaging;

- When needed, assist in writing talking points, speeches, and other messaging requirements; and
- Perform any other related duties and responsibilities as required under CPR Unit.

STANDARD MINIMUM QUALIFICATIONS

- Be a Bachelor's or Master's student in communications, international relations, economics, development, or equivalent is preferred but not required. from a recognized university;
- Excellent written and spoken English is required (proficiency/level C). Working knowledge of another official UN language (French, Spanish, Arabic, Chinese, Russian plus Portuguese) is an asset.
- Some level of experience in providing communications, partnerships, reporting, or similar roles. Knowledge of the UN system is an advantage; previous experience working in international development organizations would be an asset.

TRAINING COMPONENTS

Throughout the assignment, selected candidates 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 will be able to:

- Effectively write donor reports and operational information management products
- Draft quality project proposals
- Efficiently assist the supervisor and counterparts in consolidating information required for communications, partnerships and reporting products and executing partner events

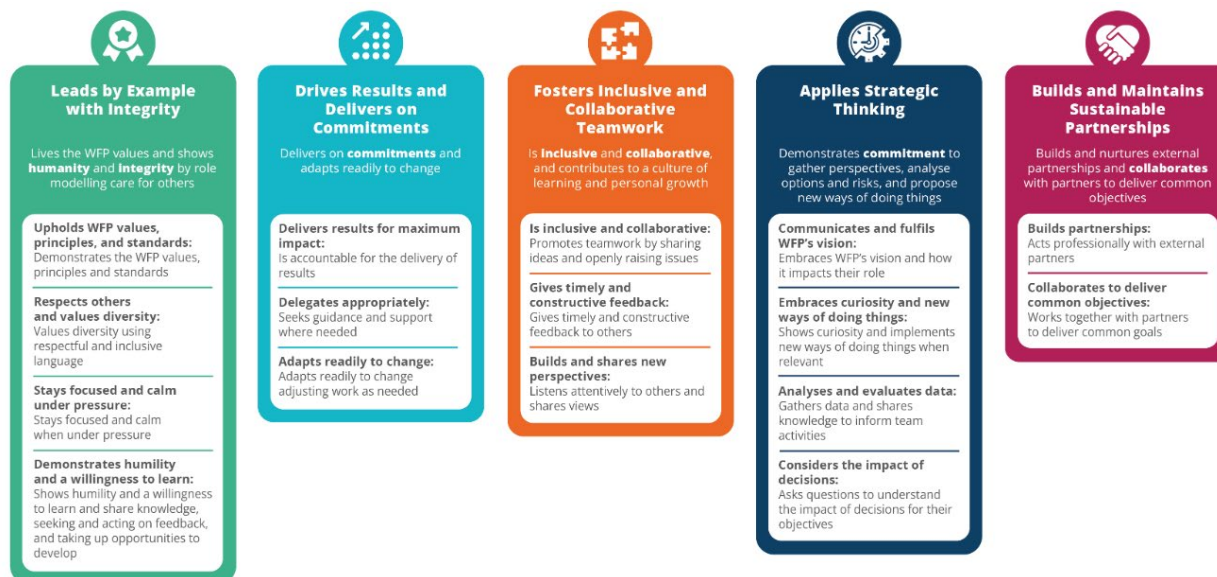
TYPE OF ASSIGNMENT

This opportunity is particularly well-suited for students or recent graduates seeking practical experience in an international organization. It offers valuable exposure to WFP's operations and the chance to contribute meaningfully to its mission.

The selected candidate will receive IT equipment and training material; however, financial compensation and medical coverage are not provided by WFP. Applicants may seek alternative funding opportunities, such as university grants or external scholarships, to support their assignment.

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