

JOB DESCRIPTION FOR UNIQUE JOBS

Assistant Executive Director, Workplace and Management

CCOG: 1.P.

POSITION NUMBER: TBC

ABOUT WFP: 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.

OVERVIEW OF THE ROLE: The World Food Programme (WFP) is seeking an Assistant Executive Director (United Nations Assistant Secretary-General level) who will be a member of WFP's Senior Leadership Group. It is expected that the incumbent would have overarching responsibility and play a vital role in steering the diverse operational facets of Management Services, Security, Human Resources, and the promotion of Wellness within the organization. The AED would ensure the harmonious and efficient integration of these functions, fostering a culture of excellence, inclusivity, and well-being. The AED Workplace and Management would uphold WFP's position as a trusted partner within the UN community and its partners, leading efforts that contribute to the UN Reform agenda, with a focus on empowering managers and staff, simplifying processes, increasing transparency and improving the delivery of our mandate.

1. As a member of WFP's cohesive senior leadership team work closely with the Executive Director, Deputy Executive Director and COO, Assistant Executive Directors and other senior leaders to develop and implement policies, strategies, and programmes that advance WFP's mission and goals.
2. Provide comprehensive strategic direction and guidance across various operational functions within WFP's Workplace and Management Department that align with the WFP's mandate and goals.
3. Offer strategic leadership in integrating management functions across the organization to ensure effective coordination and alignment.
4. Foster a culture of accountability, transparency, and continuous improvement.
5. Promote a positive and inclusive workplace culture that values diversity, equity, and inclusion and fosters an environment of respect and collaboration.
6. Act as a role model, setting an example of the highest standards of integrity for all staff through personal behaviour.
7. Engage and represent WFP in high-level fora (e.g. United Nations, Governments, Executive Board, Humanitarian and Development Communities, etc.), asserting the organization's position and ensuring that WFP interests are at the forefront of discussions and considerations.
8. Lead and foster inter-agency partnerships to enable coordinated and holistic preparedness and response to humanitarian and development needs, ensuring WFP actions complement inter-agency efforts.
9. Promote and set the tone for innovation, efficiency and effectiveness.
10. Other accountabilities, as required.

WFP LEADERSHIP FRAMEWORK: COMMON STANDARDS OF BEHAVIOUR

<p>Leads by Example with Integrity</p>	<p>Upholds WFP values, principles, and standards</p> <p>Leads by example and holds others accountable to uphold WFP values, principles and standards</p>	<p>Respects others and values diversity</p> <p>Builds a culture that values diversity, using respectful and inclusive language, and holds those who do not respect others to account</p>	<p>Stays focused and calm under pressure</p> <p>Demonstrates resilience and perseverance by staying focused and calm when under pressure, and acts as a role model for managing difficult and challenging environments</p>	<p>Demonstrates humility and a willingness to learn</p> <p>Role-models humility and a willingness to learn and share knowledge, frequently seeking and acting on feedback, and pursuing opportunities to develop</p>
<p>Drives Results and Delivers on Commitments</p>	<p>Delivers results for maximum impact</p> <p>Identifies and aligns outcomes to the strategic vision, holding self and others accountable for the delivery and quality of organisational results</p>	<p>Delegates appropriately</p> <p>Delegates appropriately to achieve strategic objectives and drives a culture of empowering others to deliver results</p>	<p>Adapts readily to change</p> <p>Leads organisational change demonstrating high tolerance for uncertainty and adapts readily in different contexts</p>	
<p>Fosters Inclusive and Collaborative</p>	<p>Is inclusive and collaborative</p> <p>Creates a culture of inclusive leadership by ensuring psychological safety where ideas and issues can be raised freely</p>	<p>Gives timely and constructive feedback</p> <p>Creates a culture of organisational and individual learning by supporting development opportunities and giving timely and constructive feedback</p>	<p>Builds and shares new perspectives</p> <p>Seeks out, trusts and listens attentively to diverse views to capture, learn, build and share new perspectives within the organisation</p>	

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Applies Strategic Thinking	Communicates and fulfils WFP's vision Creates and communicates an inspiring vision for WFP to deliver impactful solutions	Embraces curiosity and new ways of doing things Creates an environment that embraces curiosity, and drives innovation when relevant	Analyses and evaluates data Interprets data and different perspectives, takes expert advice, shares knowledge, and uses a systems approach to inform complex decision making	Considers the impact of decisions Makes complex decisions, anticipating the immediate and long-term risks and implications for WFP and stakeholders impacted
Builds and Maintains Sustainable Partnerships	Builds partnerships Initiates and builds networks of strategic partnerships by considering future scenarios, and identifying opportunities for mutual areas of interest and benefits	Collaborates to deliver common objectives Collaborates with partners to deliver common objectives by sharing information and co-creating innovative solutions with beneficiaries when appropriate		

MINIMUM QUALIFICATIONS AND EXPERIENCE:

Education: An advanced university degree in Organizational Development, Business Administration, Leadership, Public Administration or a related field.

Experience: A minimum of 20 years of progressively responsible experience in management, administration or other relevant fields.

- Knowledge & Skills:**
- Strong track record of leadership and strategic management at the international level, preferably in humanitarian or development sectors
 - Proven experience in successfully managing and leading roles with significant breadth and complexity.
 - Strong leadership and management skills, with the ability to build effective relationships with stakeholders at all levels.
 - Excellent communication and interpersonal skills, with the ability to influence and persuade at the highest levels.
 - Demonstrated experience in fostering a culture of respect, collaboration, and inclusion.
 - Strong problem-solving and decision-making skills, with the ability to think strategically and analytically.
 - High level of emotional intelligence, with the ability to manage complex and challenging situations with empathy and tact.

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- Impeccable personal and professional integrity.
- Firm commitment to the work, objectives, values, and guiding principles of WFP and the United Nations system
- Able to provide leadership and responsibility for incorporating gender perspectives into substantive work and ensuring the equal participation of women and men in all areas of work.
- Willingness to travel to different locations worldwide, often in challenging and remote environments.

Language:

- Fluency (level C) in English language.
- Working knowledge of a second official UN language: Arabic, Chinese, French, Russian, Spanish, and/or Portuguese (a WFP working language) highly desirable

TERMS AND CONDITIONS

- The selected candidate will be employed on a fixed-term contract at the Assistant Secretary-General level, with a probationary period of one year.
- WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days' annual leave, as well as expatriate entitlements such as home leave, an education grant for dependent children, and compulsory pension plan and medical insurance. For more details please visit icsc.un.org.
- The role is subject to approval of the reorganized structure.

HOW TO APPLY:

All applications should include a cover letter and the curriculum vitae of the candidate in English and must be submitted through the WFP Careers website at the following link: <https://bit.ly/WFPAEDWorkplaceandManagement> by 27 November 2023 (11:59 pm Rome time).
