



# JOB DESCRIPTION FOR UNIQUE JOBS

## Assistant Executive Director, Workplace Culture

CCOG: 1.P.

**POSITION NUMBER:** TBC

**ORGANIZATIONAL CONTEXT:** This job is located in Rome, Italy

**JOB PURPOSE:** The World Food Programme (WFP) is seeking an Assistant Executive Director that will play a vital role in creating an optimal people management and workplace culture that aligns with strategic objectives, promotes inclusivity, and ensures employee well-being and engagement. The incumbent will oversee and lead the organization's workplace culture and conduct, proactively aligning and stabilizing the workforce, promoting diversity and inclusion, and prioritizing employee wellness, care, and support.

### **ACCOUNTABILITIES:**

1. As a member of WFP's 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. Promote a positive and inclusive workplace culture that values diversity, equity, and inclusion and fosters an environment of respect and collaboration.
3. Set strategic direction for comprehensive human resources and wellness strategies that support a high-performance and values-based culture that ensures all employees feel included and respected. Ensure there is a culture of employee care including mental health, particularly in emergencies.
4. Support a long-term diversity and inclusion strategy that enhances WFP's ability to attract, retain, and engage diverse talent. Advance actions on anti-racism and LGBTIQ+.
5. Foster a culture of continuous learning and development, ensuring that staff have the skills and knowledge needed to perform their roles effectively.
6. Act as a role model, setting an example of the highest standards of integrity for all staff through personal behaviour. Foster and ensure an organizational environment that respects diversity, gender equality and cultural/racial sensitivity and facilitates openness to diverse perspectives.
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. Promote a culture of results orientation, collaboration, accountability and innovation.
9. Other accountabilities, as required.

### WFP LEADERSHIP FRAMEWORK: COMMON STANDARDS OF BEHAVIOUR

<p><b>Leads by Example with Integrity</b></p>	<p><b>Upholds WFP values, principles, and standards</b></p> <p>Leads by example and holds others accountable to uphold WFP values, principles and standards</p>	<p><b>Respects others and values diversity</b></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><b>Stays focused and calm under pressure</b></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><b>Demonstrates humility and a willingness to learn</b></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><b>Drives Results and Delivers on Commitments</b></p>	<p><b>Delivers results for maximum impact</b></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><b>Delegates appropriately</b></p> <p>Delegates appropriately to achieve strategic objectives and drives a culture of empowering others to deliver results</p>	<p><b>Adapts readily to change</b></p> <p>Leads organisational change demonstrating high tolerance for uncertainty and adapts readily in different contexts</p>	
<p><b>Fosters Inclusive and Collaborative</b></p>	<p><b>Is inclusive and collaborative</b></p> <p>Creates a culture of inclusive leadership by ensuring psychological safety where ideas and issues can be raised freely</p>	<p><b>Gives timely and constructive feedback</b></p> <p>Creates a culture of organisational and individual learning by supporting development opportunities and giving timely and constructive feedback</p>	<p><b>Builds and shares new perspectives</b></p> <p>Seeks out, trusts and listens attentively to diverse views to capture, learn, build and share new perspectives within the organisation</p>	

<b>Applies Strategic Thinking</b>	<b>Communicates and fulfils WFP's vision</b>  Creates and communicates an inspiring vision for WFP to deliver impactful solutions	<b>Embraces curiosity and new ways of doing things</b>  Creates an environment that embraces curiosity, and drives innovation when relevant	<b>Analyses and evaluates data</b>  Interprets data and different perspectives, takes expert advice, shares knowledge, and uses a systems approach to inform complex decision making	<b>Considers the impact of decisions</b>  Makes complex decisions, anticipating the immediate and long-term risks and implications for WFP and stakeholders impacted
<b>Builds and Maintains Sustainable Partnerships</b>	<b>Builds partnerships</b>  Initiates and builds networks of strategic partnerships by considering future scenarios, and identifying opportunities for mutual areas of interest and benefits	<b>Collaborates to deliver common objectives</b>  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 human resources, management or other relevant field
  - Experience in wellness, workplace culture, and diversity and inclusion highly desirable.
- Knowledge & Skills:**
- Experience in developing and implementing strategies that drive organizational performance and enhance employee engagement and well-being.
  - 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.

- Knowledge of best practices in wellness, including mental health support, resilience, and well-being.
- 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.
- Impeccable personal and professional integrity.
- A 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 is required, and proficiency in other UN languages (Arabic, Chinese, French, Russian, Spanish, and/or Portuguese, a WFP working language) is highly desirable.

### **DEADLINE FOR APPLICATIONS**

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 by Tuesday, 1 August 2023 at 23:59 Rome time

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