



JOB DESCRIPTION FOR UNIQUE JOBS

Assistant Executive Director Programme

CCOG: 1.P.

POSITION NUMBER: TBC

ORGANIZATIONAL CONTEXT: This job is located in Rome, Italy

JOB PURPOSE: The Assistant Executive Director, Programme will be responsible for leading and promoting innovation, efficiency, and effectiveness across WFP's programme implementation. They will lead and foster a culture that reinforces the commitment to program excellence, integrated design and delivery, and addressing priority issues. The incumbent will ensure end-to-end planning, sourcing, and delivery of assistance through the delivery of safe food, goods and services for WFP and the humanitarian community. The position requires a strong strategic vision, leadership skills, and the ability to work collaboratively with a diverse range of stakeholders.

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. Set strategy for WFP's programme that aligns with the organization's mandate and goals and ensure they are delivered effectively and efficiently, meeting the needs of beneficiaries.
3. Engage division heads and lead the formulation, integration and implementation of relevant policies, strategies and plans which promote the strengthening of WFP's work in the field.
4. Strengthen the link between programme design, implementation, procurement and delivery.
5. Lead the cultivation and management of strategic partnerships with implementing partners to mobilize and share knowledge, expertise, technologies and financial resources.
6. Promote and set the tone for innovation, efficiency, and effectiveness across WFP's programme
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. 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.
10. Other accountabilities, as required.

WFP LEADERSHIP FRAMEWORK: COMMON STANDARDS OF BEHAVIOUR

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

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: Advanced university degree in business administration, supply chain management, international development, economics, or related field

Experience: At least 20 years of relevant and progressive professional experience in supply chain and programmatic management, preferably in a humanitarian or development context

- Knowledge & Skills:**
- Demonstrated experience in leading and managing complex, large-scale supply chain and programmatic operations
 - Proven ability to lead and manage a diverse team of professionals
 - Strong strategic thinking and visioning skills
 - 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

- A firm commitment to the work, objectives, values, and guiding principles of WFP and the United Nations system
- Impeccable personal and professional integrity
- Strong networking and relationship-building skills, evidenced by an extensive network of contacts with key players and stakeholders at the international level
- An intellectually curious, creative, and strategic thinker who can challenge conventional norms, try new approaches, and think outside the box with tact and judgment
- A team player with a high level of energy, enthusiasm, and dedication to the mission and objectives of WFP
- 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
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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
