



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.

**Programme Budget Fellow
Programme Budget Management Service (APPB)
Analysis, Planning and Performance Division
WFP HQ Rome, Italy**

BRIEF DESCRIPTION OF THE DIVISION

The Analysis, Planning, and Performance (APP) Division is instrumental in advancing WFP's Zero Hunger mandate by placing high-quality evidence at the core of strategic and operational decision-making, resource mobilization, and accountability. This approach ensures that operations are not only efficient and cost-effective but also transparent and responsive to the needs of beneficiaries. APP works to ensure that decision-making within WFP is grounded in credible, relevant, and timely data. This is achieved through a structured approach that spans the full programme lifecycle, from conducting initial assessments that inform programme design to monitoring outcomes for ongoing projects.

The Programme Budget Management Service (APPB) within the Analysis, Planning and Performance (APP) focuses on, among other areas, the Country Strategic Plan (CSP) planning and budgeting process, advance financing, needs prioritization and allocation of funds, resource programming and the monitoring of resource usage. Included in this portfolio is the programming of flexible funding.

GENERAL INFORMATION

- **Type of assignment: FELLOWSHIP**
- **Number of available positions: 1**
- **Country of assignment: Italy**
- **City of assignment: Rome**
- **Hiring Unit: Budget and Programming**
- **Supervisor: Chief, Budget and Programming**
- **Working arrangement: In person**
- **Duration of assignment: 12 months**
- **Expected Starting Date: July 2025**

DUTIES AND RESPONSIBILITIES

The Fellow will support the APPB service with the prioritization and multilateral allocation process, as well as assist with advance financing requests, in the following ways:

- Assist with the review of Advance Financing Requests and update of CSP prioritization reports.
- Support the Multilateral Budget Committee (MBC) Secretariat in preparing presentations and other materials for meetings.
- Develop/review SOPs/Guidelines for the Advance Financing Process and Prioritization & Multilateral Allocation Process.
- Assist in drafting reports on Advance Financing mechanisms and the Prioritization & Multilateral Allocation process.
- Review and maintain the SharePoint for Advance Financing and Prioritization/Multilateral allocation processes.
- Support in the digitalization of Advance Financing and Prioritization & Multilateral Allocation Processes.

STANDARD MINIMUM QUALIFICATIONS

- Be a master's student or a graduate in Economics, Finance or IT
- 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.
- Good level in Power Point and Excel
- International experience highly desirable.

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

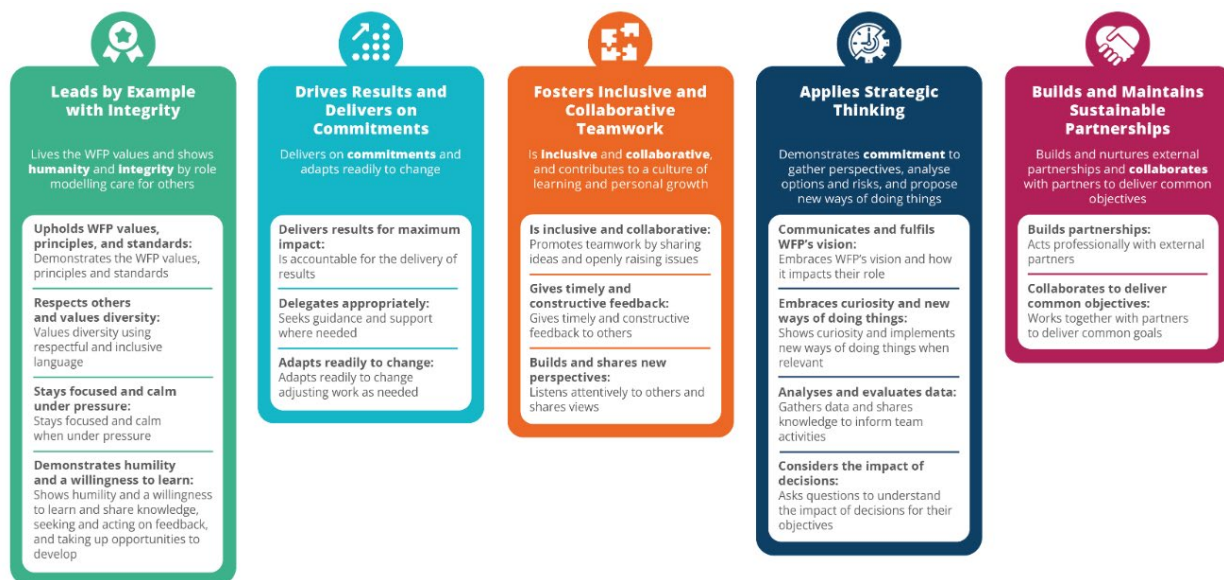
At the end of the assignment, the Fellow should:

- **Gain insight into WFP processes:** The Fellow will learn how advance financing requests are evaluated and how operations are prioritized.
- **Enhance organizational skills:** The Fellow will understand the intricacies of organizing and facilitating high-level meetings by supporting the Multilateral Budget Committee (MBC) Secretariat.
- **Develop procedural knowledge:** Creating and reviewing SOPs and guidelines will provide the Fellow with a deep understanding of the standard procedures and best practices for such processes.
- **Improve report-writing abilities:** Assisting in drafting reports on Advance Financing mechanisms and prioritization processes will enhance the Fellow's ability to communicate complex information clearly and effectively.

- **Enhance knowledge in WFP systems:** through the Review and maintenance of SharePoints as well as the contribution to the digitalization of processes
- **Enhance key competencies:** Communication, collaboration, interpersonal relationships, cognitive knowledge

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**