



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.

**Performance & Portfolio Management Fellow
Technology Resource Management Branch (TECR)
Planning and Portfolio Management Unit
Technology Division
Rome, Italy**

BRIEF DESCRIPTION OF THE DIVISION

Technology and connectivity are rapidly reaching some of the most vulnerable people and places affected by crisis, but they are also increasingly expanding to the services responding to those same crises. As one of the main humanitarian actors, WFP has the opportunity and the obligation to leverage data and technology to better know and serve those in need by digitally transforming the way it works. Such ambition led to a plan aimed at establishing, integrating, and mainstreaming - in the next two years - the core elements of an end-to-end digital business process.

As such, the Technology Division (TEC) has embarked in a transformation journey to become a flexible, customer-centric, digital leader and is currently looking for a Portfolio and Project Management Consultant to join the Resource Management branch (TECR) and support the way in driving greater discipline and portfolio management standardization across the TEC function.

GENERAL INFORMATION

- **Type of assignment: FELLOWSHIP**
- **Number of available positions: 1**
- **Country of assignment: Italy**
- **City of assignment: Rome**
- **Hiring Unit: TEC Resource Management Branch (TECR), Planning and Portfolio Management Unit**
- **Supervisor: Planning and Portfolio Manager**
- **Working arrangement: In person**
- **Duration of assignment: 12 months**
- **Expected Starting Date: July 2025**

DUTIES AND RESPONSIBILITIES

We are seeking a detail-oriented and analytical professional with experience in performance and portfolio

management to support our TEC teams. The ideal candidate will play a crucial role in performance reporting, tracking portfolio workplans, collaborating within the PPM tool (ServiceNow), and assisting with KPI and OKR measurement to ensure value realization in IT initiatives.

The incumbent will apply expertise in performance and portfolio management, data analysis, and project methodologies to support and coordinate TEC teams in meeting field and stakeholder expectations.

Accountabilities and responsibilities include:

- Monitor, track, and report on the performance of the TEC portfolio by collaborating with branch focal points and program managers, analyzing updates, identifying issues, escalating risks, tracking mitigation actions and recommending corrective actions.
- Support developing and maintaining TEC performance reports and dashboards on a monthly, quarterly, and annual basis.
- Assist with resource assignment reconciliation in coordination with branch portfolio managers and Project Management Office.
- Support enhancing portfolio management methodologies and processes in alignment with divisional structures, the I&T Strategy, and the ONE TEC project, ensuring consistency with project management best practices.
- Contribute to the support of TEC branch portfolio managers, project managers and other stakeholders to drive the execution, alignment, and progress of branch workplans.
- Support to the evaluation and tracking of the business value of IT initiatives by measuring KPIs, KRIs, and ROI, ensuring alignment with organizational objectives and strategic priorities.
- Provide support for the annual Divisional Workplan and Budget Management Planning processes.
- Perform other related duties as assigned.

Deliverables at the end of the assignment:

- Accurate tracking of key TEC portfolio milestones, deliverables, outputs, outcomes, and KPIs within the workplan and project portfolio management tool.
- Monthly and quarterly performance reports detailing divisional progress against key objectives and milestones, while also highlighting risks, blockers, and mitigation actions.
- Up-to-date resource and financial assignment tracking per branch, aligned with workplan activities and project/ongoing work status.
- Development and maintenance of internal and corporate reports within the divisional PPM tool and predefined frameworks, ensuring effective tracking of the TEC Portfolio and divisional progress in alignment with WFP strategic objectives.

STANDARD MINIMUM QUALIFICATIONS

- Be a master's student or a graduate in Business Administration, Project Management, or a related field.
- Strong analytical skills with experience in KPI, OKR, and value measurement methodologies.
- Ability to collaborate cross-functionally and communicate effectively with stakeholders.
- Familiarity with resource planning, financial tracking, and project management best practices.
- Strong problem-solving abilities and a proactive approach to issue resolution.
- High proficiency in Microsoft Office (Excel and Power Point).
- Strong team player coupled with demonstrated ability to work autonomously.

- Ability to work in a fast-paced environment.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- 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.
- Excellent communication and interpersonal skills to effectively engage with stakeholders at all levels.
- 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.

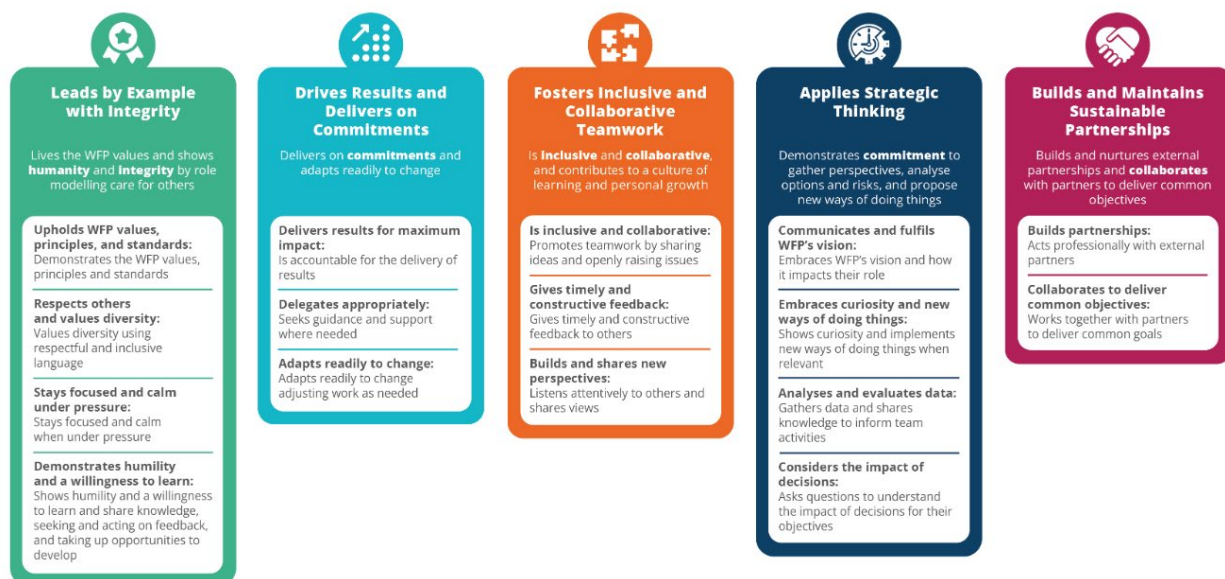
LEARNING ELEMENTS

At the end of the assignment, the Performance and Portfolio Management Specialist should:

- Develop expertise in managing and tracking IT and digital transformation portfolios, utilizing tools like ServiceNow for workplan and resource management.
- Strengthen analytical skills in performance reporting, KPI/OKR measurement, and value assessment to support project success.
- Enhance communication and collaboration abilities by engaging with cross-functional teams and stakeholders at various levels.
- Gain hands-on experience in budget and resource planning, helping align projects with organizational objectives and strategic priorities.
- Build problem-solving skills by identifying risks, proposing mitigation actions, and contributing to the successful execution of IT initiatives.

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**