



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.

**Human Resources (HR) Fellow
Human Resources (HR) Unit
Bangladesh Country Office, Dhaka**

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need. WFP Bangladesh implements a range of programmes including integrated food and nutrition assistance, school feeding activities, emergency preparedness, and tailored livelihoods programme to support the most vulnerable population.

We are currently seeking a Fellow to fill a position within our Human Resources Unit at the Bangladesh Country Office based in Dhaka, Bangladesh.

BRIEF DESCRIPTION OF THE DIVISION

The Human Resources (HR) Unit provides essential support to the Bangladesh Country Office in Dhaka. The Unit provides guidance and support to the Staff, Affiliates and Management and is headed by a Head of Human Resources (HR). The Human Resources Fellow role sits within the HR function. The selected candidate for this role will engage with internal stakeholders who are primarily our staff and affiliates. They will provide support to WFP Bangladesh's HR guidelines, processes, recruitments, learning and development activities with innovative solutions to advance the work of WFP, especially in the face of the current context. This incumbent for this position will work with all 3 teams of Talent Acquisition, Entitlements & Benefits and Learning & Development, under the supervision of the Head of Human Resources.

GENERAL INFORMATION

- **Type of assignment: FELLOWSHIP**
- **Number of available positions: 1**
- **Country of assignment: Bangladesh**
- **City of assignment: Dhaka**
- **Hiring Unit: Human Resources (HR)**
- **Supervisor: Head of Human Resources**
- **Working arrangement: in Person**
- **Duration of assignment: 12 months**
- **Expected Starting Date: July 2025**

DUTIES AND RESPONSIBILITIES

1. Provide support to managers and employees, understanding their needs and ensuring policies, procedures, processes, systems and tools are available and correctly applied to support them.
2. Contribute to staff capability building, working with managers to understand individual skills and business requirements, and organizing/delivering development solutions which equip people with the skills and knowledge required to meet current and future challenges.
3. Support deliver onboarding activities which ensure new employees have a positive experience of WFP and are successfully integrated into their new role and the organization.
4. Support organizational design activities that enable senior management to define and organize structures and jobs and allocate people to the right places in order to improve efficiency.
5. Collate and analyze data for the preparation of accurate and timely reporting, supporting a WFP wide view of HR activities that enables informed decision-making and consistent information for stakeholders.
6. Contribute to continuous improvement by implementing new/updated HR policies, procedures and systems and recommending improvements to ways of working.
7. Other as required.

STANDARD MINIMUM QUALIFICATIONS

- Be a Master's student or graduate in Human Resource Management, Public or Business Administration, Industrial Psychology or other relevant field
- Some experience in humanitarian, development, and other relevant operations.
- 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 command of MS office
- 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.

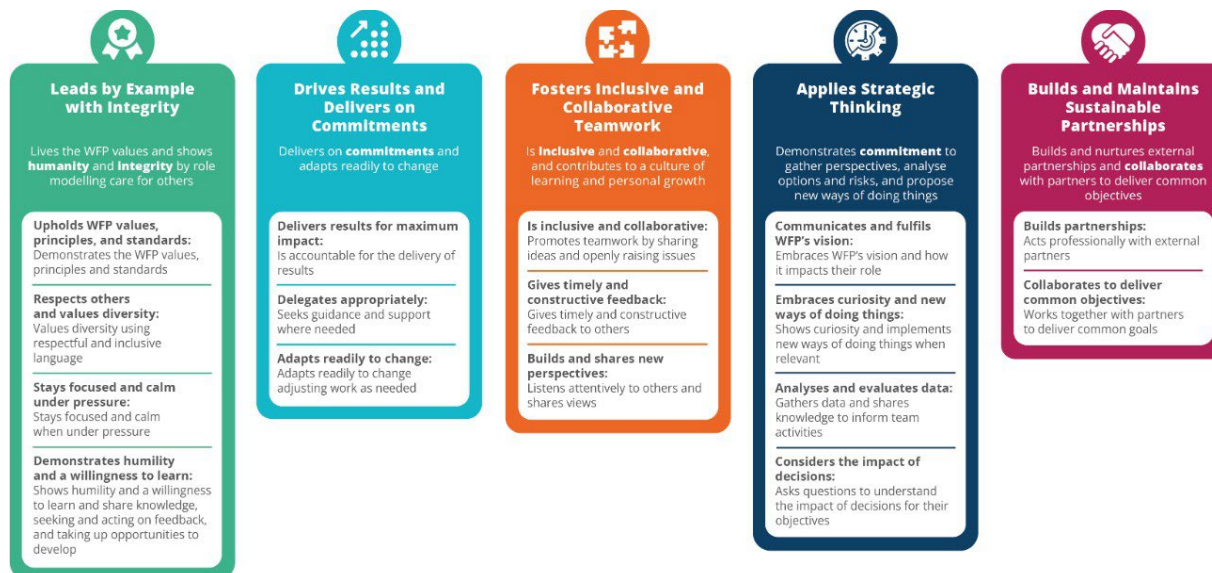
LEARNING ELEMENTS

At the end of the assignment, the Fellow should:

- Good skills in people management, human resources standards, compliance and staff relations.
- Familiarity with WFP's corporate structures, systems and tools.
- Good general understanding of WFP's overall operations and activities in the region of assignment.

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**