



**World Food
Programme**

**联合国世界粮食计划署
中国办公室**

Fighting Hunger Worldwide
抗击全球饥饿

Programme Policy Officer (NOA)

Duty Station: Beijing, China

Application Deadline: 22 March 2019 (Midnight Beijing, China)

Type of Contract: Fixed-term

Languages Required: English, Chinese

Expected Duration of Assignment: One year, renewable on an annual basis upon satisfactory performance & availability of funds

Duties and Responsibilities:

The Programme Policy Officer is expected to manage the domestic programmes that aim to reduce poverty and vulnerability and enhance food security and nutrition in China and more specifically contribute to policy formulation, programme strategy, implementation, monitoring & reporting including developing proposals to secure donors funding.

1. Manage the day-to-day implementation of the Gansu Zinc-Rich potato project, including liaison with project stakeholders, and ensuring that project milestones are achieved in line with the project plan
2. Provide advice and support to the Head of Domestic Programme Unit delivering a portfolio of domestic programmes in line with the WFP mandate and WFP China Country Strategic Plan.
3. Provide technical advice on programme and policy issues including assessment and analysis, identify areas for supports and interventions in line with WFP Strategic Plan and development priorities of Chinese Government.
4. Draft domestic program concept notes and proposals based on the assessment of the relevance and justification of program applications.
5. Design and formulate project document, implementation plan for approval.
6. Oversee the implementation of field projects in line with approved project work plan and ensure effective and efficient use of project funds.



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7. Build and manage relationships with government counterparts at various levels to support program implementation.
8. Establish and maintain smooth partnerships with various stakeholders for technical and advisory support.
9. Facilitate to develop M&E plan and project related database; facilitate/conduct site visits to monitor and assess the implementation in line with programme implementation plan.
10. Assist and contribute to the preparation of all reports including project brief, progress report, M&E report, and other corporate reports of WFP China office.
11. Assist in documentation of lessons learnt and best practices in domestic programmes.
12. Support implementation of WFP's other food security and nutrition projects inside China.
13. Perform other duties as and when required.

Qualifications:

Education: Advanced University degree (Master or above) in International Affairs, Economics, Nutrition/Health, Agriculture, or other field relevant to international development assistance.

Experience: At least five (5) years of relevant professional experience working across the Program portfolio of food security and nutrition. Has direct project and portfolio management experience. Has engaged in policy discussions and provided input into policy decisions.

Knowledge & Skills:

Ability to design, implement, monitor and provide oversight over effective and efficient programmes.

Adequate knowledge about China's agriculture and rural development experience and related technologies in food security and nutrition.

Language: Fluency in both oral and written communication in English and Chinese.

Additional Information:

- Applications received after the closing date will not be considered.



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- Only those candidates that are short-listed for interviews will be notified.
- Your application will be screened based on the information provided in your profile. We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- All female and male candidates are equally encouraged to apply for this position which is open for Chinese nationals only.

To apply please send us the Personal History Form (P11) no later than 22 March 2019:

- E-Mail: HR.wfpchina@outlook.com with Subject “Programme Policy Officer (NOA) - Ms/Mr. (Candidate’s Name)”