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<b>JOB TITLE:</b>	Programme Intern (Monitoring)
<b>TYPE OF CONTRACT:</b>	Internship
<b>UNIT/DIVISION:</b>	Programme/WFP Guinea
<b>DUTY STATION (City, Country):</b>	Guéckédou, Guinea
<b>DURATION:</b>	Six (6) months

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## **ABOUT WFP :**

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

## **WHY JOIN WFP?**

- ⇒ WFP is a 2020 Nobel Peace Prize Laureate.
- ⇒ WFP offers a highly inclusive, diverse, and multicultural working environment.
- ⇒ WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- ⇒ A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- ⇒ We offer a competitive benefit package including salary, leave plus medical insurance.

## **ORGANIZATIONAL CONTEXT:**

Internship opportunity in Programme at World Food Programme Field Office in Gueckedou, Guinea. The intern will support the Programme unit in carrying out

monitoring activities in the relevant area of intervention and providing reports to support the effective delivery of assistance programmes.

## **KEY ACCOUNTABILITIES :**

### **MAIN DUTIES AND RESPONSIBILITIES (indicative and non-exhaustive list) :**

1. Monitor the planned movement and distribution of food and non-food items and communicate any problems or discrepancies to the line manager, in order to find a rapid solution and ensure that the quantity distributed, and the distribution operations comply with WFP standards.
2. Manage information records and monitoring plan documents, such as goods movement records and programme checklists, to contribute to the efficient delivery and distribution of food and non-food items.
3. Consolidate assistance programme data according to clear guidelines to facilitate programme review and informed decision-making.
4. Liaise with cooperating partners and colleagues to gather feedback and observations that can be used to help review programmes and improve services.
5. Receive and collate comments and feedback from co-operating partners and beneficiaries to identify potential problems and promote efficient operations.
6. Provide guidance to cooperating partners on operational practices and WFP monitoring tools and methods to help them carry out self-monitoring tasks and contribute to the visibility of WFP in the areas of intervention.
7. Prepare mission reports to describe programme implementation.
8. Apply defined processes and procedures for the provision of emergency food assistance.

## **DELIVERABLES AT THE END OF THE CONTRACT:**

Full completion of all tasks as per plan of work

## **QUALIFICATIONS AND EXPERIENCE :**

**Education :** Major in Public Administration, Development, International Relations, Public Relations, Communications, Political Science, Social Science, Management or other relevant fields.

**Experience :** Strong analytical skills, independent and teamwork capabilities, excellent problem-solving skills, positive attitude, and a keen interest in humanitarian development.

**Language :** Fluency (Level C) in English. Intermediate knowledge (level B) of French

## **MORE ABOUT YOU**

### **You have:**

- An understanding of project monitoring, processing, design and presentation of statistical data.
- Experience in analysing data on outputs and outcomes.

- General knowledge of WFP monitoring and evaluation systems and standards.
- Good written and verbal communication skills, as well as analytical abilities, to provide support to teammates and head of office.

## Training component

As part of their assignment, the WFP intern has access to a leading learning platform in the sector, WeLearn. Depending on opportunities and availability of funds, he/she may attend WFP workshops or seminars as appropriate.

## Learning elements

At the end of the assignment, the intern should:

- a) Understand the WFP and the UN system.
- b) Understand the role of the WFP office in Guinea within the national humanitarian system and, more generally, within the WFP system.
- c) To gain practical/technical experience in a front-line professional environment.
- d) Opportunity to develop communication skills.
- e) Exposure to various aspects of office operations and teamwork.
- f) Benefit from mentoring and advice from experienced professionals.

## TERMS AND CONDITIONS

- WFP will recognise candidates' diplomas issued by recognised institutions and certified by the relevant international or national authorities, such as the United Nations Educational, Scientific and Cultural Organisation (UNESCO) or Ministries of Education.
- Candidates who are related to a WFP staff member **may not apply**: sons, daughters, brothers or sisters.

## WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

## REASONABLE ACCOMMODATION

WFP is dedicated to fostering diversity, equity, and inclusion. Our recruitment process is inclusively crafted to welcome candidates of all backgrounds, celebrating diversity and ensuring a respectful environment for all. We aim for an accessible and fair recruitment journey. Should you need any reasonable accommodations or have accessibility concerns, please reach out to us confidentially at [global.inclusion@wfp.org](mailto:global.inclusion@wfp.org). Our DEI team is here to ensure your full participation in our recruitment process.

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**Certified by Hiring Manager (name/title) & signature):**

Sanoussy BARRY.....  ..... **Date; 21/11/2024**

**Accepted by Intern contract holder (name & signature):**

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