Vacancy Announcement

Female candidates are highly encouraged to apply

WFP COUNTRY OFFICE SAO TOME

Title: Budget & Programme Assistant
Grade: SC5
Type of contract: Service Contract
Duration: 8 Months (renewable)
Duty station: Sao Tomé, WFP Office
Date for entry on duty: As soon as possible
Deadline for application: 11/04/2022

Under the general supervision of the Head of WFP Office, the Budget & Programme Assistant reports to the Programme Policy Officer/OIC.

Accountabilities: Within assigned units, the Budget & Programme Assistant will be responsible for the following duties: *(These duties are generic and thus not all inclusive nor are all duties carried out by all Budget Programme Assistant).*

1. Review the budget plans, monitoring and analysis of project financial performance and make recommendations in compliance with WFP financial policies and procedures and best practices to support financial analysis and optimization of resources.

2. Draft and review the annual Expenditures Plan.

3. Convene monthly RMC meetings and provide basic analysis on fund and grant balances and refer to the supervisor discrepancies, to support maximum fund utilization and decision-making process.

4. Contribute to pipeline management facilitating efficient planning and monitoring to prevent and address pipeline breaks and maximize operational effectiveness.

5. Draft and submit monthly pipeline to RBD BPU, and review it as necessary based on RBD BPU comments.

6. Enter accurate data in the corporate systems (WINGS, COMET, etc.) within the established deadlines, to enable easy access to information and support planning and decision-making.

7. Compile data and provide basic analysis, maintain accurate records and files and prepare comprehensive periodic and ad hoc reports for further reviews, to support accuracy and efficiency of information presented to internal and external stakeholders.

8. Draft and take the lead in the mid-year review of the annual Implementation Plans to RBD.

9. Manage the Budget Revision process when required to adjust the CSP budget to the CO funding

forecast and programmatic needs.

10. Maintain communication with Finance, Programme and OIC regarding project funds management matters and related processes, to resolve any current/potential issues preventing the optimization of funds.

11. Provide guidance and on-the-job training to other staff in budget planning, fund management and operational planning, to support continued development and consistency in services delivered.

12. Follow standard emergency preparedness practices, to ensure WFP is able to quickly respond and deploy needed resources to affected areas at the onset of the crisis.

13. Be responsible for grant management in line with donor requirements ensuring maximum funds consumption by the terminal disbursement date.

14. Support the improvement of internal processes, enhancement of corporate systems and design of tools, to facilitate the overall planning, expenditure forecasting, and budget management and monitoring of resource utilization.

OTHER POST REQUIREMENTS (details to be determined by Post Managers):
This section is optional to describe additional responsibilities & knowledge required for the specific job.

4P Theme	Capability Name	Description of the behaviour expected for the proficiency level
Purpose	Understand and communicate the Strategic Objectives	Helps teammates articulate WFP's Strategic Objectives.
	Be a force for positive change	Suggests potential improvements to team's work processes to supervisor.
	Make the mission inspiring to our team	Explains the impact of WFP activities in beneficiary communities to teammates.
	Make our mission visible in everyday actions	Articulates how own unit's responsibilities will serve WFP's mission.
People	Look for ways to strengthen people's skills	Trains junior teammates on new skills and capabilities.
	Create an inclusive culture	Seeks opportunities to work with people from different backgrounds.
	Be a coach & provide constructive feedback	Serves as a peer coach for colleagues in same area of work.
	Create an "I will" /"We will" spirit	Tracks progress toward goals and shares this information on a regular basis with supervisor.

4Ps CORE ORGANISATIONAL CAPABILITIES:

Performance	Encourage innovation & creative solutions	Explores ways to consistently be more efficient and accurate in own areas of work and shares new methods of work with colleagues.
	Focus on getting results	Focuses on getting results and tracks trends in completion rates for own tasks to identify opportunities for efficiency.
	Make commitments and make good on commitments	Takes responsibility for own tasks and notifies supervisor as soon as possible of potential delays in meeting deadlines or commitments.
	Be Decisive	Independently decides what action to take when faced with critical choices in the workplace or in dangerous situations in the field.
Partnership	Connect and share across WFP units	Suggests opportunities for partnering with other units to supervisor.
	Build strong external partnerships	Identifies opportunities to work with colleagues and partners in the field towards common goals.
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	Be politically agile & adaptable	Develops an understanding of the value of WFP's teams and external partners in fulfilling team's goals and objectives.

Capability Name	**Description of the behaviour expected for the proficiency level**
Internal Controls & Compliance	Demonstrates basic knowledge of internal controls, risk management, and monitoring mechanisms and their applicability to WFP's critical activities.
Performance Budgeting, Analysis & Reporting	Analyzes budgets and forecasts to support the development of recommendations for senior leadership on financial and business planning matters in accordance with Value for Money principles.
Resource Management	Monitors trends in staffing and resource usage to anticipate and escalate potential issues to programme leaders.
Performance Management	Displays sufficient understanding of WFP performance management system to gather relevant and accurate information from internal and external sources for inputs to monitoring and/or evaluation processes.
Supply Chain and Operations Knowledge	Demonstrates basic understanding of WFP programme, implementation, and supply chain principles (including project modalities & structures).

FUNCTIONAL CAPABILITIES:
DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:

- **Has assisted with the preparation of complex financial documents.**
- **Has supported the performance of budget analyses.**
- **Has contributed to the collection of pipeline data.**

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education:

- Bachelor's degree in economics, resource management and administration, accounting, etc. A post-graduate certificate in the related functional area is desirable.

Experience:

- At least 4 years of experience in economics, resource management and administration, accounting or another relevant field.
- Experience carrying out methodical thematic research and analytical work is desirable;
- Previous experience in establishing contacts and liaising with partner organizations/companies is desirable.

Knowledge & Skills:

- Good operational, analytical and problem-solving skills;
- Proficient computer literacy.

Language: Fluency in Portuguese (Level C) and in another UN language (English or French) are required.

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