**Terms of Reference**

**I. General Information**

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| **Sector of Assignment :** *Programme funding management*  **Title:** *Volunteer – Budget and Progamming Officer*    **(Equivalent) Grade:** *P1*  **Country :** *Senegal,*  **Duty Station(city):** *Diamnadio*  **Agency :** *WFP* |

**II. Supervision**

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| **Name of Supervisor : *Ntombi MKHWANAZI***  **Title of Supervisor : *Senoir Budget programming, Head of Unit***  **Content and Methodology of Supervision :**  ***(note: Please describe in detail type and manner of supervision, e.g., timing and number of meetings with supervisor; feedback sessions on performance against established work plan****.)* |

**III. Assignment Details**

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| **Task Description**  *1. Contribute towards the development of a limited number of projects, plans, processes and procedures ensuring compliance with wider budget programming policies and WFP standards.*  *2. Create and review limited number of project budget plans and monitor ongoing project performance against budget, ensuring adherence to guidance and policies, and providing financial analysis and advice to optimise resources.*  *3. Support monitoring of fund utilisation, and advance financing, loan and borrowing/repayment and refinancing arrangements; and alert supervisors to approaching deadlines for unassigned funds and potential resource shortfalls/surpluses.*  *4. Monitor actions related to project closure and resource transfer and refer potential issues to the supervisors.*  *5. Support senior colleagues in monitoring the resource pipeline to maximize operational effectiveness, following standards and processes, and providing advice on resource allocations based on the severity of pipeline shortfalls using relevant pipeline tools.*  *6. Support the preparation of food-demand plans to support management and usage of corporate Global Commodity Financial Facility and provide information to guide RB/HQ decision-making when multiple projects compete for the same stock.*  *7. Create and review budget and project documentation and ensure relevant resource data is recorded in internal systems for reference, in line with WFP standards and procedures.*  *8. Collate and analyze data and contribute to the preparation of accurate and timely reports to enable informed decision-making and consistency of information presented to senior management and external stakeholders.*  *9. Contribute ideas to senior officers to improve systems, techniques, tools, processes, and procedures to monitor better and manage budgets and funds.*  *10. Support the capacity building of WFP staff in budgeting, fund management and operational planning through answering queries and contributing to updating training materials, manuals and guidelines.*  *11. Follow standard emergency preparedness practices and contribute to technical recommendations and guidance and monitoring the management of financial risks.*  *12. Other as required.* |

**IV. Qualifications and Experience**

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| **Minimum Academic Requirements (level of education, relevant major)**  *First University degree in Business Administration, Finance, Economics or other relevant field*  **General Professional Experience**  *Has performed basic financial analysis or either office or operational budgets during internships of professional experience.*  *Has provided analytical inputs for developing budgets, financial plans or analysis during internships of professional experience.*  **Key Competencies of the Assignment**  *• Full computer literacy*  *• Good command of spoken and written English*  *• Windows and Excel excellent capacity* |

**V. Background Information**

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| WFP 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 and disasters. At the same time, WFP has strongly engaged in supporting governments and vulnerable communities to mitigate the effects of climate change, build coping mechanisms against those as well as engage in climate change adaptive food systems.  WFP works collaboratively with a wide range of partners, including government institutions, the private sector, UN sister agencies, international finance institutions, academia, NGOs and other civil society groups in over 80 countries and territories.  WFP’s long experience in humanitarian and development contexts, its presence at global/continental/national and grass root level, its operational and technical capacities as well as its capacity to promote sustainable and systemic changes embedded into national systems make WFP a partner of choice for climate change mitigation and adaptation at global level as well as a prime actor for the humanitarian-development-peace nexus. |

**VI. Information about Living Conditions at the Duty Station**

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| **Location of the work place**  In mid-2024, all UN agencies based in Dakar will move into the brand-new United Nations House in Diamniadio, Senegal. The state-of-the-art building, graciously funded by the Government of Senegal, will house all United Nations organizations in Senegal and about 2,000 staff.  Staff can choose to live in Dakar or in Diamniadio, which is 45 km from Dakar, on the road to the airport. The regional express train (TER), with a top speed of 160 km/h and a capacity of 500 seats, connects Dakar and Diamniadio.  **Housing**  **There is always a huge range of accommodation available to suit all budgets and styles. There are several options including one/two/three-bedroom (serviced) apartment/house costing about US$ 2,000 on average.**  **Cost of Living**  The overall cost of living in Dakar is deemed to be higher than neighboring major cities and countries. A family of four estimated monthly costs are 2,621 USD (1,619,589 CFA) without rent. |

**VII. Agency’s Support for VOLUNTEER**

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| **Security and Safety**  Dakar is overall considered a safe city and is a UN family duty station.  Petty crime is common in public places, especially at night in dark poorly lighted areas. Staff members are highly recommended to exercise low profile and avoid walking alone after dark to reduce risks of crime incidents.  A security briefing will be organized at United Nations Department for Safety and Security (UNDSS) within the first week upon the arrival of the VOLUNTEER.  **Required visa type and Issuance Process**  South Korean passport holders do not need any visa to get into Senegal. WFP’s Administration team will facilitate all protocol arrangements.  **Work/duty Orientation**  WFP administration and human resource officers will assist the incumbent to settle in and get all the required papers.  Orientation and on-boarding meetings will be organized with different units in order to allow the VOLUNTEER to get familiarized with different functions and provide an idea of how the organization operations.  **Individual Development and Capacity Building**  WFP is committed to provide support, guidance, and capability development to support all employees to deliver on WFPs mandate. Through the WFP learning platform (LMS) for example, employees manage their trainings and find courses, learning videos, documents and more. The VOLUNTEER will have full access to these resources.  The VOLUNTEER will also be expected to complete a series of mandatory UN and WFP courses/trainings at the beginning of her/his assignment (prevention of Sexual Abuse and Exploitation, Cybersecurity, etc.).  Rosetta Stone is also available for all WFP employees, including VOLUNTEERs, who wish to learn foreign languages. As relevant, the VOLUNTEER will also be able to benefit from internal and external trainings that are organized by WFP or its partners.  The VOLUNTEER will also be mentored and thoroughly guided by her/his supervisor and receive on the job training. |

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| **Access to Internal Business Network (Intranet) is possible**  The VOLUNTEER will have access to WFP’s internal intranet: WFPGO. |

**VIII. Access to Internal Business Network(Intranet)**

**IX. Agency Information**

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| **Name of Regional Director:** Margot Vandervelden  **Number of Staff:** total (181), International (109)  There are current no Korean staff at the regional bureau, but there are six Koreans in the country offices we oversee: two professional staff, one intern, one Volunteer and one consultant.  **Address: 10 Avenue Pasteur, BP 6288 Dakar Etoile, 11524 Senegal**  **Telephone/Email/Website:**  **ntombi.mkhwanazi@wfp.org**  **www.wfp.org** |