



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 or disability.

Knowledge Management Fellow Lilongwe, Malawi Country Office

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide, 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.

BRIEF DESCRIPTION OF THE DIVISION

This position is based in Lilongwe, Malawi, and is designed to support the Country Office (CO) in strengthening execution, discipline, and results-based management by establishing practical systems to track (i) team performance against deadlines and (ii) measurable progress of the Zero Hunger Village (ZHV) initiative.

GENERAL INFORMATION

- **City and Country of assignment: Lilongwe, Malawi**
- **Supervisor Role: Country Director**
- **Working arrangement: In person**
- **Duration of assignment: 6 months**
- **Expected Starting Date: September 2026**

DUTIES AND RESPONSIBILITIES

Performance Tracking

1. Develop and maintain a Master Deadline Table capturing key deliverables, responsible units, timelines, and status.
2. Track implementation progress and flag delays, risks, and required follow-up actions.
3. Build a simple database documenting good practices, challenges, and recommended improvements.
4. Provide concise periodic snapshots highlighting execution trends and areas requiring management attention.
5. Other responsibilities, as required.

Zero Hunger Village Monitoring System

1. Design a results-oriented tracking framework to measure real changes at village level (e.g., food security, productivity, income, market access, and graduation from assistance).
2. Establish baseline vs. progress comparison tools to assess transformation over time.
3. Develop a comparative performance table across ZHV sites to identify success factors and operational lessons.
4. Ensure indicators remain practical, field-verifiable, and aligned with national priorities.

STANDARD MINIMUM QUALIFICATIONS

- Be a Master's student or a graduate from a recognized university;
- 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.
- Proven experience in designing and maintenance of databases for large datasets.
- Uses tact and courtesy to give and receive information with a variety of individuals.
- Good attention to detail in order to identify data discrepancies.
- Ability to work to deadlines and follow clear instructions

TRAINING COMPONENTS

Throughout the assignment, selected candidates 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 selected candidate should have:

1. A clear, user-friendly tracking system that enables timely follow-up and accountability.
2. Evidence-based insights to guide decision-making and improve program delivery.
3. A measurable framework demonstrating tangible outcomes of the Zero Hunger Village model.

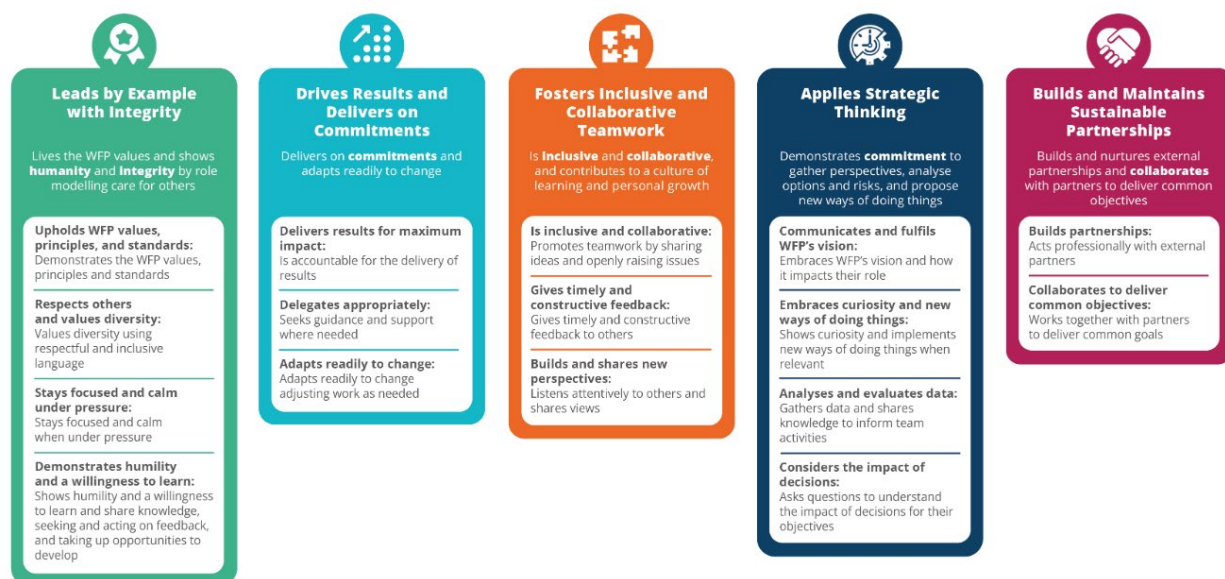
TYPE OF ASSIGNMENT

This opportunity is particularly well-suited for students or recent graduates seeking practical experience in an international organization. It offers valuable exposure to WFP's operations and the chance to contribute meaningfully to its mission.

The selected candidate will receive IT equipment and training material; however, financial compensation and medical coverage are not provided by WFP. Applicants may seek alternative funding opportunities, such as university grants or external scholarships, to support their 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**