



**Fellowship - Budget and Funds Management (SCDB)  
Supply Chain Division  
WFP HQ Rome, Italy**

The United Nations World Food Programme (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, disasters, and the impact of climate change.

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

The Budget and Compliance branch (SCDB), provides and technical support for financial & budget management and leads business planning for the division in line with WFP policies, standards, and strategy.

We support the various teams in designing efficient processes to streamline Supply Chain funds management and formulating & implementing plans, policies and procedures for the division's budget management; provide technical advice on fund strategic utilization, advance financing, and refinancing arrangements and coordinate accurate reporting; and help strengthen Supply Chain staff capacity in budgeting, funds management and operational planning.

**GENERAL INFORMATION**

- **Country and city of assignment: Rome, Italy**
- **Hiring Unit: Supply Chain Division**
- **Supervisor: Supply Chain Officer**
- **Working arrangement: In presence**
- **Duration of assignment: 6 months**
- **Expected Starting Date: September 2026**

**DUTIES AND RESPONSIBILITIES**

The position works within the SCDB Budget and Funds Management team to support these responsibilities. It reports to a more senior officer in delivering the responsibilities below:

1. Participate in the development, implementation and review of plans, policies and procedures for budget and funds management activities (including PSA, Management Plan, Project budget, Extra budgetary, etc.) ensuring that objectives are achieved in compliance with corporate, regional and functional strategies.
2. Support budget preparation in line with WFP standards and procedures, ensuring correct documentation is in place. Monitor budget performance and contributions received, ensuring adherence to donor condition, financial guidance, policies, providing financial analysis reports as needed.
3. Assist monitoring and budget and fund utilization, alerting supervisors about approaching deadlines for unassigned funds and potential resource shortfalls/surpluses and proposing appropriate solutions.
4. Analyze data and propose well-researched ideas to senior officers for improvement to systems, techniques, tools, processes and procedures to better monitor and manage budgets and funds.

5. Support performing reconciliations, park/post journal vouchers and support the monthly financial closure on a regular basis in accordance with corporate requirements and guidelines.
6. Prepare accurate reports, to provide consistent information for stakeholders, identifying trends/issues and proposing solutions that support decision- making by senior management.
7. Contribute to build the capacity of WFP staff on the areas of responsibility and support the preparation of training, coaching, guidelines and manuals as required.
8. Support respond to incoming queries and requests for information and/or support from the country offices as necessary.
9. Perform other related duties as required.

### **STANDARD MINIMUM QUALIFICATIONS**

- Be a Master's student or a graduate in in Business Administration, Statistics, Finance, Economics or other relevant fields.
- 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.
- Some knowledge in funds management and / or finance, and in an international organization, preferably UN agency is desirable.
- Analytical skills and resourcefulness, initiative and tact in devising solutions to current and potential budget and finance issues
- Demonstrate a good understanding of information and financial systems and how those support the implementation of service provision;
- Able to consolidate and share resource budget and financial information in a way that supports decision making and emphasizes accuracy and consistency in numbers across teams
- Able to work with multicultural teams of different backgrounds and expertise, to deliver as one toward common operational goals
- Good written and verbal communication skills

### **TRAINING COMPONENTS**

Throughout their assignment WFP Fellows 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 Fellow should:

- Unit-specific funding vehicles, budgets and funds managed efficiently as per area of responsibility and reported on regularly as per determined schedules
- Monthly budget and funds management reporting on area of responsibility and improvements proposed/made accordingly
- Logistics On demand Services training guide in place as part of capacity building efforts
- Fully reconciled On-demand services Non-Donor Grants under the allocated COs and timely closure for a smooth CSP closure

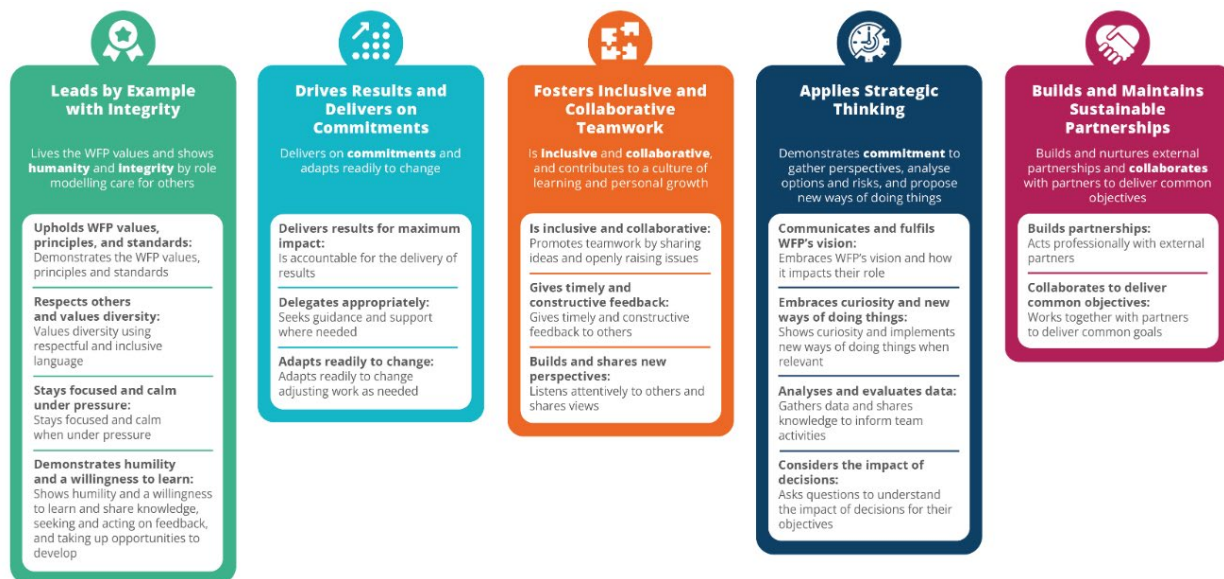
### **TYPE OF ASSIGNMENT**

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**