



**MONITORING AND REPORTING FELLOW
PARTNERSHIPS AND COMMUNICATIONS UNIT
WINDHOEK, NAMIBIA**

BRIEF DESCRIPTION OF THE DIVISION

Namibia is an upper-middle-income country with a population of 3 million people. WFP has been present in Namibia since 1990 as a technical partner to the Government and new Country Strategic Plan (2025-2029) was approved in November 2024. Through this strategic plan, WFP will support the Government of Namibia in crises response, human capital development, food systems and service provision. Partnership has been identified a key enabler to the success of the Country Strategic Plan.

The Partnership and Communications Unit leads WFP Namibia's resource mobilisation and external communications efforts with the overarching goal of expanding the donor base and maintain traditional partnerships, including with the host Government. The unit drives the implementation of partnership and resource mobilization strategies, and external communication products targeting WFP main partners and external audiences.

The unit also has an imperative for engaging the private sector through high-impact partnerships in support of WFP's strategic priorities. This includes mobilization of funding, technical assistance, innovative solutions, and visibility and awareness to help WFP fulfil its mission while offering the public and companies the opportunity to create a world with zero hunger.

GENERAL INFORMATION

- **Number of available positions: 1**
- **Country of assignment: NAMIBIA**
- **City of assignment: WINDHOEK**
- **Hiring Unit: PARTNERSHIP AND COMMUNICATIONS UNIT**
- **Supervisor: HEAD OF PARTNERSHIPS AND COMMUNICATIONS**
- **Working arrangement: IN-PERSON FELLOWSHIP**
- **Duration of assignment: 6 MONTHS**
- **Expected Starting Date: SEPTEMBER 2025**

DUTIES AND RESPONSIBILITIES

1. Support the unit knowledge management efforts by maintaining up-to-date documentation such as the donor matrix, minute roaster, etc.
2. Supporting reporting and monitoring activities.
3. Contribute to missions, assessments, evaluation and programme reporting activities.
4. Support in report writing, compiling fact sheets, internal and external reports and other corporate reports.
5. Collect, sort and disseminate correspondence, reports and other materials, to meet the required demands of staff or partners.
6. Identifying trends and issues, and proposing solutions, to enable informed decision-making and action planning;
7. Prepare briefing documents, quality briefs and compelling presentations for meetings with partners, including government and private sector.
8. Support the organization of meetings, events, webinars, prepare meeting minutes, notes or reports and undertake follow-up actions as needed.
9. Execute other duties and assignments as entrusted by the supervisor.

STANDARD MINIMUM QUALIFICATIONS

- Be an undergraduate or Master's student or graduate in International Relations, Economics, Development Studies, International Development, Law, Political Science or other relevant field.
- 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.

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.

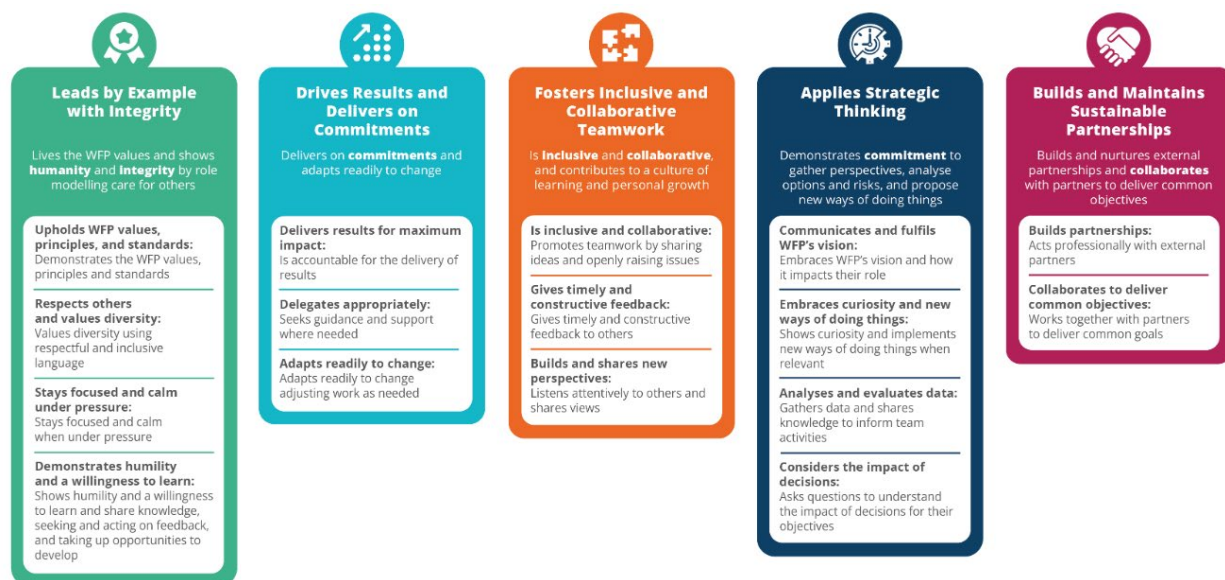
LEARNING ELEMENTS

At the end of the assignment, the Fellow should:

- Gain knowledge, insights and experience on working in an international setting with diverse partners.
- Improve knowledge and expertise on partnership, resource mobilization and fundraising in a developing country context.
- Improve coordination, problem solving and adaptability skills.

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.

