



Programme Policy Officer (CBT/SRSP/Emergency)

Job Requisition	JR114208 Programme Policy Officer (CBT/SRSP/Emergency) (Open)
Job Family	Programme & Policy
Start Date	15/07/2025
End Date	30/07/2025
Primary Posting	No
External Posting URL	https://wd3.myworkdaysite.com/recruiting/wfp/job_openings/job/Bridgetown-Barbados/Programme-Policy-Officer--CBT-SRSP-Emergency-_JR114208

Description

DEADLINE FOR APPLICATIONS

29 July 2025-23:59-GMT-04:00 Atlantic Standard Time (Barbados)

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.

ABOUT WFP

The World Food Programme 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.

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.

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

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the Terms and Conditions section of this vacancy announcement).

Organisational Context

In 2018, WFP re-established its presence in the Caribbean with an office in Barbados. The WFP Caribbean Multi-Country Office (MCO) supports 22 countries and territories across the English- and Dutch-speaking Caribbean. WFP Caribbean's capacity strengthening programme focuses on vulnerability analysis and mapping; end-to-end supply chain management; shock-responsive social protection; food systems



strengthening; and climate risk financing. In times of crisis, WFP works with partners to provide direct assistance when events surpass national and regional capacities by delivering food, cash or voucher assistance, or through emergency logistics or emergency telecommunications service provision.

A core area of WFP Caribbean's work is advancing the use of cash-based transfers and strengthening shock-responsive social protection systems to enable faster, more effective responses to crises. WFP supports governments and regional partners to design, test, and scale mechanisms that allow national social protection programmes to deliver assistance during and after shocks. This is closely linked to WFP's emergency response efforts, where cash transfers are increasingly used to meet immediate food and basic needs, complementing national responses and filling temporary gaps in capacity or reach.

Complementing this work on capacity strengthening, WFP responds to emergencies (e.g. hurricanes, floods, volcanos), sometimes in multiple countries at once. This includes supporting governments and regional institutions to respond to disasters and shocks, bringing in WFP expertise in shock-responsive social protection/cash transfers and disaster risk management, among other areas. This approach requires staff with the ability to work with an enabling mindset, while also bringing the necessary technical expertise relevant in the context of small island developing states and upper middle income to high income countries. WFP also provides assistance directly and through partners where needed, which requires a strong understanding of WFP's processes, frameworks and policies.

Job holders operate with a high degree of independence, manage more junior staff to ensure that programme and policy objectives are achieved in full. They are usually involved in a wide variety of programme and policy activities and analytical work, some of which may be of a considerable complexity. At this level, job holders are expected to contribute to performance improvement.

This position is based in Bridgetown, Barbados and reports to the head of Programme Unit or their designate.

THE ROLE

To provide support to policy and programme activities that effectively meet food assistance needs.

KEY ACCOUNTABILITIES (not all-inclusive, within delegated authority):

- Contribute towards the development of a wide variety of projects, plans and processes, ensuring alignment with wider programme policies and guidance.
- Provide project management support to specific and defined programmes and projects of considerable size/complexity, ensuring a coordinated approach with wider programmes that complies with WFP standards and procedures.
- Develop and coordinate data gathering and monitoring systems ensuring that rigorous quality standards are maintained.
- Research and analyse a range of policy and operational issues to inform the development of policies, programmes and activities.
- Contribute to the preparation of accurate and timely reporting on programmes and activities that enable informed decision making and consistency of information presented to stakeholders.
- Liaise with internal and external counterparts to ensure effective collaboration, monitor ongoing projects and highlight potential risks to project delivery.
- Support the identification, development and management of potential partnerships to collaborative working leading to improved food assistance packages.
- Support the capacity building of WFP staff, partners and national government to prepare for and respond to food assistance needs, e.g. through providing inputs into training materials.
- Guide and supervise more junior staff, acting as a point of referral and supporting them with analysis and queries.



- Other as required.

OTHER SPECIFIC JOB REQUIREMENTS (details to be determined by Post Managers):

- WFP provides emergency response support to the 22 English and Dutch-speaking countries in the Caribbean as needed. In this role, the incumbent may be required to:
 - Support the Unit's emergency preparedness and response activities.
 - Deploy to affected countries to assist with Unit operations as required.
 - Work beyond regular working hours to support emergency response efforts. Support the Unit's emergency preparedness and response activities.
Deploy to affected countries to assist with Unit operations as required.
Provide technical and operational support to WFP's Satellite Offices, which may involve travel to other countries in the region.
 - Travel on short notice and, in some cases, for extended periods to support emergency operations or fill temporary capacity gaps.
 - Serve as a focal point for specific cross-cutting or thematic areas, as assigned.
 - Use WFP's corporate systems and follow internal processes to support implementation and ensure compliance.
 - Work beyond regular working hours to support emergency response efforts.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses.

Experience: 3–5 years of professional experience in humanitarian, development, or public sector work, preferably in the areas of social protection, emergency response, or related fields.

Desired experience for entry into the role:

- Has deepened technical knowledge through direct engagement with technical teams and programme implementation.
- Has led or co-led the implementation of assistance programmes, including cash-based transfers or support to national social protection systems.
- Has experience supporting emergency response operations in sudden-onset or climate-related crises.
- Has contributed to the design and implementation of programmes to strengthen emergency preparedness, social protection, and/or disaster risk financing.
Has contributed to the development of programme strategies, operational plans, or guidance materials.
- Has provided input into policy discussions and supported decision-making processes at the country or regional level.
- Has supported or served as a focal point for cross-cutting issues or thematic areas within an office or programme team.

Language: Fluency (level C) in English language and the duty station's language, if different.



TERMS AND CONDITIONS

Who Can Apply?

- This position is open to nationals of Barbados and CARICOM member states and associate members. CARICOM Nationals applying for National position outside of their home country bear sole responsibility for required actions or expenses related to relocation, accommodation, repatriation and any other living expenses, etc. A CARICOM Skilled National Certificate is a pre-requisite of employment for successful candidates who are not from the country for which the position is advertised.

Employment Particulars

- Type of position: Full Time
- Type of Contract: Fixed Term, Grade NOB
- Duration on Contract: 12 months. This contract is eligible for extension. Extension of contracts will be based on satisfactory performance and operational requirements. There will be a 12 month probationary period upon appointment to the role.
- Duty Station: Bridgetown, Barbados
- Travel Requirements: The WFP Caribbean Office cover the 22 English and Dutch speaking Caribbean countries. The selected candidate may be required to travel from time to time, both regionally and internationally, to support missions, emergency responses, training etc. As such full medical clearance will be required.

Benefits and Entitlements

- Competitive Salary
- Up to 30 Days of Annual Leave
- Pension entitlement
- Learning and Development Opportunities
- Health, Life and Disability Insurance
- Sick Leave and Compassionate Leave
- Parental Leave (birth and non-birth parents)
- Child and Spousal Allowance (as applicable)
- Remuneration: The salary related to the position can be found in the https://onehr.un.org/salary-survey/#/salary_scale . (FixedTerm)

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact: global.inclusion@wfp.org

NO FEE DISCLAIMER

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are



easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- We strongly recommend that your profile is accurate, complete, and includes your employment records, academic qualifications, language skills and UN Grade (if applicable).
- Once your profile is completed, please apply, and submit your application.
- Please make sure you upload your professional CV in the English language
- Kindly note the only documents you will need to submit at this time are your CV and Cover Letter
- Additional documents such as passport, recommendation letters, academic certificates, etc. may potentially be requested at a future time
- Please contact us at global.hrrecruitment@wfp.org in case you face any challenges with submitting your application
- Only shortlisted candidates will be notified

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.

Worker Sub-Type	National Officer Field
Remote Type	Fully Present
Location	Bridgetown, Barbados
Time Type	Full time
Locations	
Supervisory Organization	RBP MCO Barbados Bridgetown Programme &Policy (Sarah Kristen Bailey)