

## Senior Programme Associate - G7 (SVG)

<b>Job Requisition</b>	JR114455 Senior Programme Associate - G7 (SVG) (Open)
<b>Job Family</b>	Programme & Policy
<b>Start Date</b>	22/07/2025
<b>End Date</b>	06/08/2025
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://wd3.myworkdaysite.com/recruiting/wfp/job_openings/job/Kingstown-St-Vincent-and-the-Grena/Senior-Programme-Associate---G7--SVG-JR114455">https://wd3.myworkdaysite.com/recruiting/wfp/job_openings/job/Kingstown-St-Vincent-and-the-Grena/Senior-Programme-Associate---G7--SVG-JR114455</a>
<b>Description</b>	

## DEADLINE FOR APPLICATIONS

**5 August 2025-23:59-GMT-04:00 Atlantic Standard Time (St. Vincent)**

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:

The WFP Caribbean Multi-Country Office covers 22 countries and territories in the English and Dutch-speaking Caribbean and also works with regional bodies including the Caribbean Community (CARICOM), the Caribbean Disaster Emergency Management Agency (CDEMA), the Organization of Eastern Caribbean States (OECS) and others. Since establishing the office in 2018, WFP has emerged as a thought leader in

several areas, including shock-responsive social protection (SRSP), linking disaster risk financing mechanisms with SRSP, and food security analysis. Building on a strong research and evidence agenda, as well as partnerships with multiple governments to expand social protection support during COVID-19, WFP Caribbean is working in partnership with multiple governments and CDEMA to strengthen emergency preparedness and resilience in the face of shocks, including through social protection, disaster risk management and food systems. WFP's skills on data, analysis and digitalization are a cornerstone of WFP's capacity strengthening efforts with governments and regional institutions.

Complementing this work on capacity strengthening for emergency preparedness and strengthening resilience in the face of climate change, 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 monitoring, analysis, assessment, digitalization, GIS mapping, 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.

At this level, job holders are responsible for technical work including the planning, implementation and co-ordination of activities that require thorough understanding of programme/project context, issues and ability to apply a range of guidelines/practices. They independently handle a wide range of specialized programme or policy support activities and may be involved in analytical work. Work performed typically has a substantial impact affecting other parts of the programme. Job holders demonstrate initiative in the identification and resolution of a wide range of issues/problems, and effectively handle unforeseen situations. They may act as technical focal points in the area of vulnerability assessment and analysis. Job holders set objectives, resolve wide-ranging issues and unforeseen problems, supervise and coach a team of support staff within an area of responsibility.

This position reports to the Head of Satellite Office in the St. Vincent and the Grenadines.

**JOB PURPOSE:**

To provide effective coordination and specialized support to a full range of policy and programme activities that effectively meet food assistance needs.

**KEY RESPONSIBILITIES (not all-inclusive, nor exhaustive):**

- Provide specialized expertise and contribute towards the development of project activities, plans and processes within the specific technical area of work ensuring alignment with wider programme policies and guidelines.
- Provide efficient coordination and specialized project management support to a range of specific and/or defined programmes to ensure that the various activities are performed within the established targets following WFP's policies and procedures.
- Within the specific area of responsibility, prepare a variety of elaborated reports and substantial data analysis (e.g. food assistance needs, resource utilization, programme status, performance) and make recommendations to supervisors, ensuring deliverables adhere to corporate standards and quality control.
- Lead and ensure accurate, timely recording of data within the specific technical area of work (e.g. assistance programmes, food security and vulnerability assessments) and consistency of information presented to stakeholders.
- Coordinate and liaise with internal counterparts on a range of complex matters to enable effective collaboration, implementation and monitoring of ongoing project activities.
- Foster relationships and support partnership-building with local partners, agencies, NGOs and government institutions to perform accurate food security analyses and to ensure efficient delivery of food assistance.



- Support the capacity building of WFP staff, cooperating partners and national government within a specific technical area.
- Act as an escalation point for complex query resolution on all matters within the area of responsibility.
- Manage a team of support staff, providing advice, guidance and training, to ensure individual and team objectives are delivered to agreed standards and deadlines.
- Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy needed resources to affected areas at the onset of the crisis.
- Any other related duties as assigned.

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

WFP provides emergency response support to the 22 English and Dutch-speaking countries in the Caribbean. In this role, the incumbent may be required to:

- Support the Unit's emergency response activities.
- Deploy to affected countries to assist with operations as required.
- Work beyond regular working hours to support emergency response efforts.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:

- Has participated in implementing technical programs (i.e. nutrition, etc.).
- Has implemented programmes with increased level of responsibility.
- Has provided input to policy discussions.

STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

Education:

Completion of secondary school education. A post-secondary certificate in the related functional area. A bachelor's degree would be an asset.

Experience:

At least seven (7) years of relevant experience supporting and/or contributing to programme design and implementation.

Language:

Fluency in both oral and written communication in the English language.

TERMS AND CONDITIONS

#### Who Can Apply?

- This position is open to nationals of St. Vincent and the Grenadines 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, General Service , G7
- 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: Kingstown, St. Vincent and the Grenadines
- 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](https://onehr.un.org/salary-survey/#/salary_scale).

#### 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](mailto: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](mailto: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.

<b>Worker Sub-Type</b>	General Service Field
<b>Remote Type</b>	Fully Present
<b>Location</b>	Kingstown, St. Vincent and the Grena
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	RBP MCO, St. Vincent & Grenadines, Kingstown (Fedel Mansour)