



**Knowledge Management Fellow  
Operational Partners Unit  
Supply Chain and Delivery Division  
Rome, Italy**

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. We are currently seeking to fill a **Fellow position in the Operational Partners unit**, under **Supply Chain and Delivery Division**, based in **Rome, Italy**.

**BRIEF DESCRIPTION OF THE DIVISION**

The **Operational Partners Unit**, responsible for managing WFP's relationships with **NGO and Standby Partners**, oversees the **Standby Partnership** program. This program facilitates **engagements with Standby Partners**—organizations that maintain rosters of rapidly deployable experts ready to support humanitarian operations within 72 hours. These partners cover the costs of personnel, equipment, and/or services, enabling WFP to enhance **emergency response efficiency** through strategic collaboration.

WFP currently has agreements with **31 governmental, non-governmental, and private sector organizations**, with **150 standby partners' deployments in over 50 countries annually**. The **top ten areas of expertise** sourced through Standby Partners include **Cash-Based Transfers, Supply Chain, Climate and Clean Energy, Telecommunications, Information Management, Engineering, Protection, Nutrition, Gender, and Monitoring & Evaluation**.

The **Fellowship** will be fully integrated into the **Operational Partners Unit**, working specifically within the **Standby Partnership team** as a **Knowledge Management Fellow**. Their role will focus on **analyzing and documenting the impact of standby deployments across WFP's humanitarian operations**, supporting knowledge-sharing efforts, and strengthening WFP's partnership engagement.

**GENERAL INFORMATION**

- **Number of available positions: 1**
- **Country of assignment: Italy**
- **City of assignment: Rome**
- **Hiring Unit: Operational Partners, SCD**
- **Supervisor: Standby Partnership Coordinator**
- **Working arrangement: In person**
- **Duration of assignment: 6 months with possibility of extension**
- **Expected Starting Date: March 2026**

**DUTIES AND RESPONSIBILITIES**

- Conduct interviews with deployees, Standby Partner entities, and WFP Country Offices to gather insights, document good practices, and draft case studies showcasing the impact of standby deployments on humanitarian operations.
- Contribute to knowledge management by identifying, documenting, and disseminating lessons learned to enhance the effectiveness of the Standby Partnership.
- Maintain the WFP Standby Partnership repository, ensuring it remains updated with relevant UN and WFP strategies, policies, reports, guidance, procedures, contacts, and deployment materials (stories, photos, and videos).
- Support the maintenance and enhancement of Standby Partnership dashboards, internal and external pages, and assist with communication efforts on social media.
- Participate in meetings and negotiations with Standby Partners and WFP stakeholders, supporting partnership engagement and collaboration efforts.
- Provide logistical and organizational support for Standby Partnership meetings and events.
- Take notes and draft meeting minutes as needed.
- Perform other duties as required.

### **STANDARD MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's or Master's student in Communication, Data Analytics, Social Sciences, Economics, Business Administration, or a related field.
- **Technical Skills:** Strong proficiency in MS Office Suite, particularly Excel and analytical tools for data processing and reporting.
- Prior international work or study experience (through coursework, research, or internships) is highly desirable.
- **Language Proficiency:** Excellent written and spoken English (Proficiency/Level C) is required. Additional language skills, particularly in French, Spanish, or Arabic, are an asset.

### **TRAINING COMPONENTS**

- **On-the-Job Training:** The Fellow will receive hands-on training with the Standby Partner Team and Supply Chain and Delivery colleagues, focusing on knowledge management and digital systems used for processing Standby Partnership engagements within WFP.
- **Corporate Training Modules:** As part of the onboarding process, the Fellow will complete a structured set of training modules, providing a foundational understanding of WFP's humanitarian mandate, operations, and the role of an international civil servant.
- **Operational/Standby Partners & SCD Communication Onboarding:** The Fellow will follow a tailored onboarding programme, ensuring familiarity with corporate tools, processes, and key resources to effectively support their role.

### **LEARNING ELEMENTS**

At the end of the assignment, the Sponsored Fellow should obtain:

- **Access to WFP Learning Resources:** Fellow s have full access to WFP's Learning Platform, which offers a wide range of online courses, policy documents, communication materials, and advocacy tools to support their professional growth.
- **Cross-Team Engagements:** Throughout the assignment, the Fellow will interact with various technical teams, gaining insights into different functional areas, strategies, and operational concepts in humanitarian response. This exposure will provide a comprehensive understanding of WFP's operations and activities, particularly in the area of assignment.
- **Case Studies & Strategic Analysis:** The Fellow will develop skills in conducting case studies and drafting concept notes on key thematic areas related to Standby Partnership. Additionally,

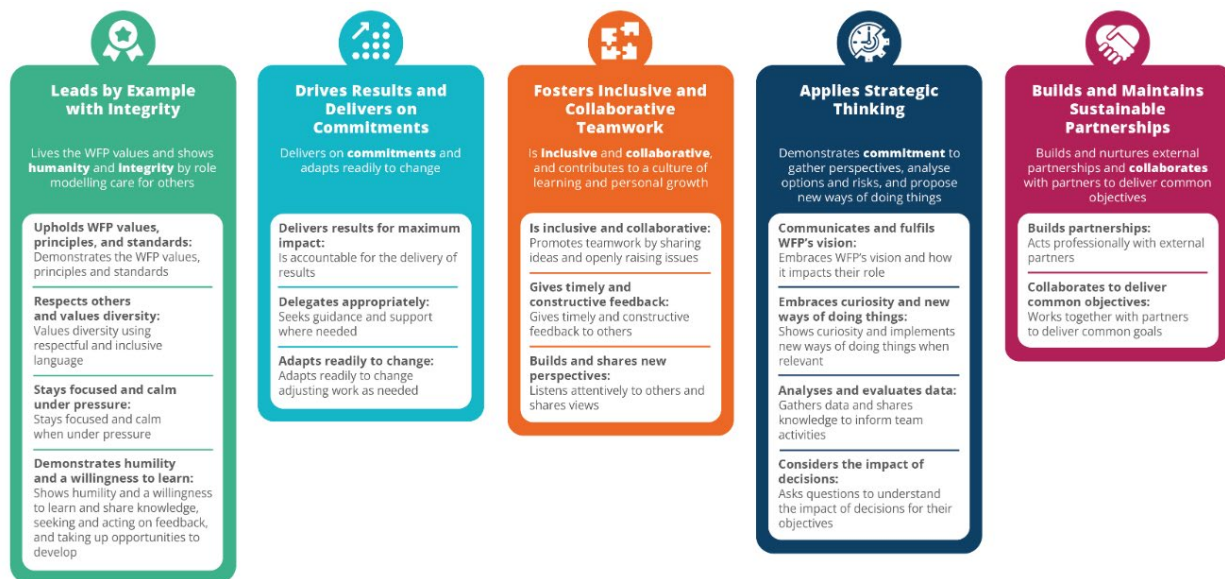
they will contribute to the development of the Standby Partnership strategy, helping shape WFP's approach to partnership engagement.

- **Best Practices in Standby Deployments:** By engaging with deployees, Standby Partner entities, and WFP Country Offices, the Fellow will gain firsthand knowledge of best practices in standby deployments and how they support humanitarian response.
- **Workshops & Webinars:** When possible, the Fellow will be encouraged to participate in WFP workshops, webinars, and key meetings, gaining exposure to real-world discussions on humanitarian operations, partnerships, and innovation.

This fellowship provides a unique opportunity to develop practical skills in humanitarian coordination, strategic analysis, and partnership management, gain valuable experience in a global humanitarian organization, and build a strong professional network for a future career in international development and emergency response.

## **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**