



*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, physical or mental disability.*

**Sponsored Internship – Budget and Programming  
WFP Manila Country Office, The Philippines**

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 Sponsored Intern position **Resource Management Unit/Country Office**, based in **Manila, Philippines**.

**BRIEF DESCRIPTION OF THE DIVISION:**

The unit is responsible for overseeing humanitarian and development financial resources by managing portfolio budgets, including monitoring and analyzing financial and accounting data, conducting forecasting and risk analysis, reporting, and overall, providing strategic and technical advice to enable effective utilization of funds. Apart from ensuring sound budgeting and financial management – the unit is active in mainstreaming digital service delivery and innovative solutions in cash programming. The unit also oversees the annual performance plan and review of the country office. Under the portfolio, the unit enhances management services in asset management, environmental sustainability, travel, vehicle and fleet management, facilities management, and occupational safety and health.

**GENERAL INFORMATION**

- **Title of Post: Sponsored Internship**
- **Supervisor: Budget and Programming Officer**
- **Unit: Resource Management Unit**
- **Country: Philippines**
- **Duty Station: Manila, Philippines**
- **Duration of Sponsored Internship: 12 months**
- **Expected Start Date: from September 2023**

**DUTIES AND RESPONSIBILITIES**

To provide technical support for efficient planning, monitoring and analysis of project financial performance to enhance optimal use of financial resources. The intern is expected:

1. Support processing and managing routine budget monitoring and analysis tasks in various implementing units, to contribute to the effective and timely management of budget.

2. Collect, sort, and disseminate correspondence, reports, and other budget material guidance to meet the required demands of staff.
3. Respond to routine queries received and escalate where appropriate Budget and Programming Officer, to provide timely and accurate service to clients.
4. Take responsibility for the maintenance of SharePoint systems and files, to ensure information is accurate and readily available for the function.
5. Support communication with stakeholders, regarding project funds management matters and related processes, to clarify any discrepancies and optimize the use of funds.
6. Support in extracting budget information to facilitate the availability of a regular financial dashboard and presentation.
7. Support compiling and analyzing data, maintain accurate records and files, and prepare periodic and ad hoc reports, to support the accuracy and efficiency of information presented to stakeholders.
8. Perform other related duties as required.

### **UNIVERSITY QUALIFICATIONS**

Currently enrolled in a graduate program or recently graduated in **Project Management/ Finance Management/ Economics/ Data Science or equivalent.**

### **KNOWLEDGE & SKILLS:**

- General knowledge of the project management cycle.
- Proficient in the use of office equipment and computer software packages, such as Microsoft Excel, PowerPoint and Tableau.
- Knowledge of work routines and methods to complete processes under minimal supervision.
- Uses tact and courtesy to give and receive information to a wide range of individuals.
- Ability to identify data discrepancies and rectify problems requiring attention.

### **WORKING LANGUAGES**

Excellent written and spoken English is required (proficiency/level C).

### **SUPERVISION** (Level/Methods of Supervision)

The intern will report to the Budget and Programming Officer with the overall guidance from the Head of Resource Management Unit.

### **TRAINING COMPONENTS**

Throughout their assignment, WFP Sponsored Interns 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.

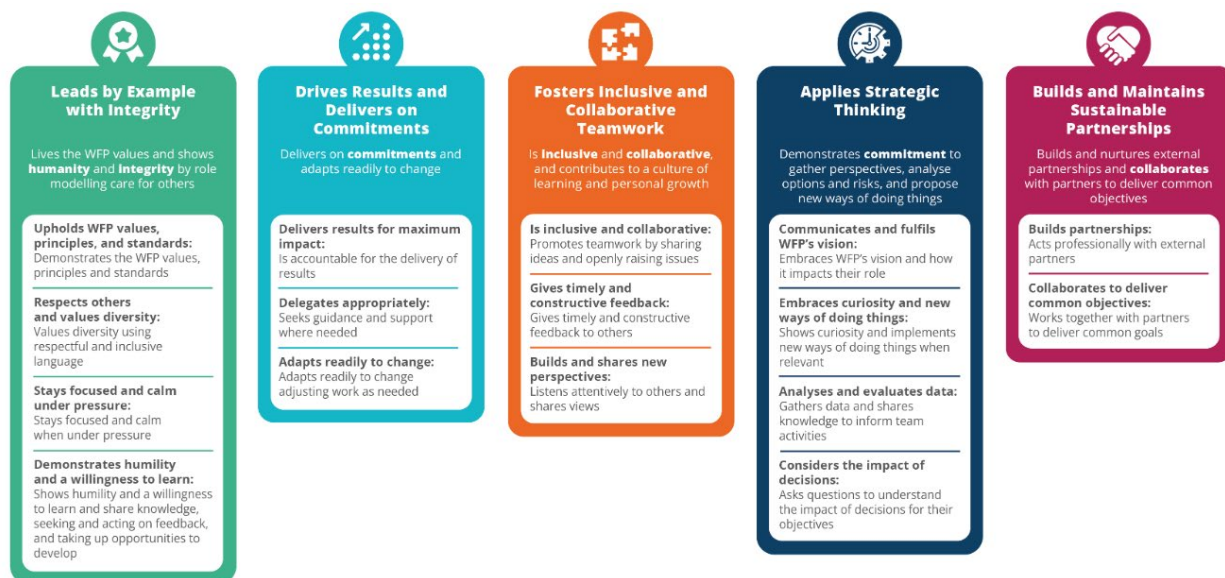
## LEARNING ELEMENTS

At the end of the assignment, the Sponsored Intern should:

1. Demonstrate understanding of the business role of strategic planning and budget management in humanitarian organization to operate efficiently and effectively.
2. Learn about the work of WFP in the Philippines to support the government in achieving food security, reducing malnutrition, assisting communities to be better prepared for disasters and climate change impact, and improving access to income-generating activities for the rural poor, conflict-affected populations and other vulnerable group.

## 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), Sponsored 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**