



**Finance and Communication Fellow
Finance Unit
Middle East, Northern Africa, and Eastern Europe Regional Office
Cairo, Egypt**

BRIEF DESCRIPTION OF THE DIVISION

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

WFP's Regional Bureau for the Middle East and Northern Africa (RBC), based in Cairo, Egypt, provides strategic guidance, policy/technical support, and direction to WFP operations and activities in 16 countries: Algeria, Armenia, Egypt, Iran, Iraq, Jordan, Lebanon, Libya, Moldova, Morocco, State of Palestine, Syria, Tunisia, Turkey, Ukraine and Yemen. These country offices aim to assist roughly one-third of all of WFP's beneficiaries (approx. 30 million) in some of the most critical humanitarian emergencies of our time. RBC is also active in the 'Changing Lives' side of WFP's mandate, helping national governments and local communities improve nutrition, livelihoods, school feeding, social protection, climate and disaster risk reduction, and other programs that build resilience and support development.

RBC finance unit drives effective planning, allocation and utilization of resources on countries around the middle east, north Africa and Eastern Europe and oversees the financial cycle, from corporate planning, through budgeting, performance management and recording of accounting transactions and payments to financial performance reporting. It also oversees accounts and resource management of insurance services, strategic financing and financial monitoring.

GENERAL INFORMATION

- **Number of available positions: 1**
- **Country of assignment: Egypt**
- **City of assignment: Cairo**
- **Hiring Unit: Finance Unit**
- **Supervisor: Regional Finance Officer**
- **Working arrangement: In person or remote**
- **Duration of assignment: 6 months**
- **Expected Starting Date: September 2025**

DUTIES AND RESPONSIBILITIES

1. Produce graphic materials for Finance Unit.
2. Produce and edit photographic/video material.
3. Produce the graphic design of brochures, reports and other documentation.
4. Assist in the planning and execution of the Finance Unit communication campaigns.
5. Produce stories on the activities carried by Finance in RBC.
6. Assist in the production of the Finance Unit weekly newsletter.
7. Disseminate contents related to the referred areas throughout the Country Offices at RBC region.
8. Perform other related duties as required, depending on the knowledge and training received.
10. Liaise with Corporate WFP Communications for internal and external communication to ensure alignment with corporate communication best practices.
11. Prepare scripts, messages/key messaging, speeches, presentation slides and other communications material to assist management with internal and external meetings, secure buy in and to ensure concise, strategic, and accurate messaging is aligned with Finance rules when appropriate.

11. Ensure all-inclusive and engaging approach and communications best practices and regional lessons learned are utilized.
12. Successfully onboard, manage and build the capacity of a Communications to support in the above listed activities & deliverables.

STANDARD MINIMUM QUALIFICATIONS

- Be an undergraduate or Master's student or graduate from a recognized university in one of the following areas: Communications, Design, and other related areas and have interest in finance and humanitarian 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

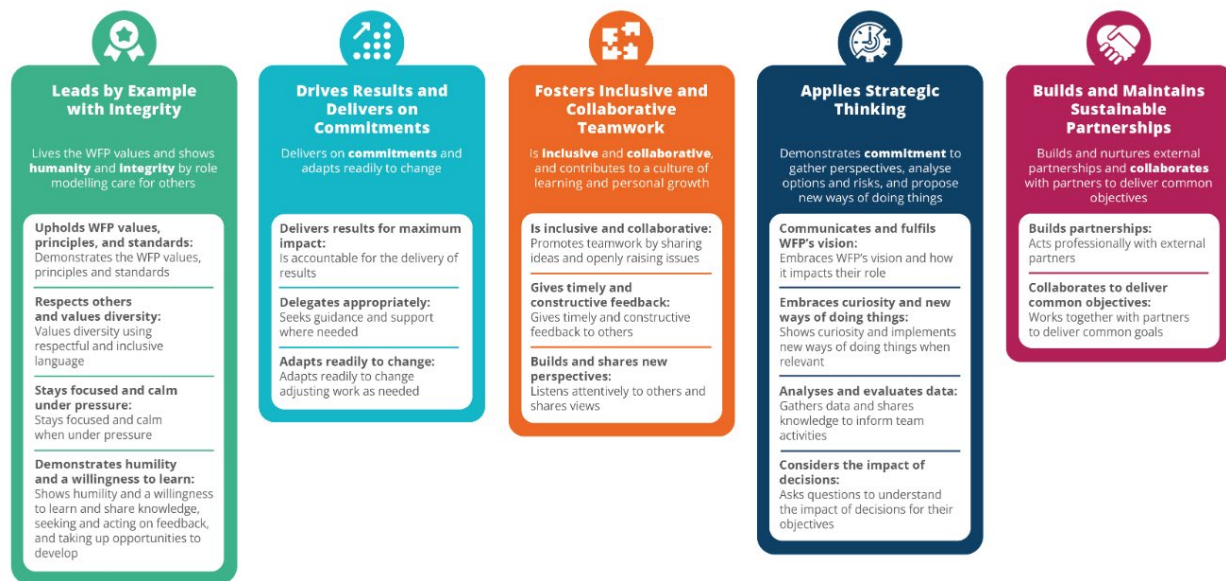
Throughout their assignment WFP Fellows have access to an industry leading learning platform, weLearn. Depending on opportunities and availability of funds, he/she may participate in WFP workshops or seminars, as appropriate.

LEARNING ELEMENTS

At the end of the assignment, the Fellow should understand the communications strategy and activities of the Finance Unit at the Middle East, Northern Africa, and Eastern Europe Regional Office, focusing on highlight the main achievements at regional and corporate level.

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.