



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.

**Procurement Fellow
Supply Chain Unit
Ethiopia Country Office (ETCO), Addis Ababa**

The World Food Programme (WFP) is the United Nations frontline humanitarian agency addressing hunger and malnutrition worldwide. WFP tackles poverty and hunger through a range of interventions: saving lives and protecting livelihoods in emergencies; investing in the prevention and mitigation of disasters; restoring and rebuilding lives and livelihoods in post-conflict or post-disaster situation; and other interventions to tackle hunger. Each year, on average, WFP feeds more than 90 million people in over 80 countries.

BRIEF DESCRIPTION OF THE DIVISION

The procurement function at the WFP Ethiopia Country Office (ETCO) is central to ensuring the timely, cost-effective, and compliant sourcing of food and non-food items to support WFP's humanitarian and development operations. The unit manages a high volume of procurement activities, with annual spend exceeding USD 76 million in 2025, and is responsible for both local and international sourcing, including specialized support for cash-based transfers and local food procurement initiatives.

GENERAL INFORMATION

- **City and Country of assignment: Addis Ababa, Ethiopia**
- **Hiring Division: Supply Chain Division**
- **Supervisor Role: Procurement Officer**
- **Working arrangement: In person**
- **Duration of assignment: up to 12 months**
- **Expected Starting Date: Summer 2026**
- **Number of available positions: 1**

DUTIES AND RESPONSIBILITIES

1. **Procurement Analysis & Efficiency**
 - Collect, analyze, and report on procurement data to identify opportunities for cost savings and process improvements.
 - Support the adoption and use of digital procurement tools (e.g., SmartSourcing) to enhance efficiency.
2. **Procurement Operations**
 - Assist in all stages of the procurement process, including tendering, evaluation, contract awards, and purchase order preparation.
 - Contribute to ensure all procurement activities comply with WFP policies, procedures, and standards.
3. **Policy Implementation & Compliance**
 - Facilitate the integration and implementation of the Local and Regional Food Procurement (LRFP) policy.
 - Prepare and review procurement documents, concept notes, and contracts, especially those involving smallholder farmers and local traders.

4. Supplier Management
 - Support the identification, assessment, and recommendation of potential suppliers, maintaining accurate and up-to-date supplier rosters.
 - Segment suppliers based on risk, importance, and collaboration potential.
5. Data Management & Reporting
 - Conduct research and prepare analytical reports to support procurement decision making.
 - Maintain organized procurement records and databases to ensure data accuracy and accessibility.
6. Collaboration & Capacity Building
 - Collaborate with internal stakeholders to align procurement with broader program objectives.
7. Emergency Preparedness
 - Contribute to emergency preparedness and response by ensuring procurement readiness for rapid deployment of goods and services.

STANDARD MINIMUM QUALIFICATIONS

- Be a Master's student or a graduate in Supply Chain, Procurement or related field from a recognized university;
- 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.
- Experience in Logistics or Procurement Operations is an asset
- Strong Analytical Skills and Proficiency in Windows MS Office (Word, Excel, Powerpoint, Outlook)
- Behavioural competencies: leads by example with integrity, drives results and delivers on commitments, fosters inclusive and collaborative teamwork, applies strategic thinking, builds, and maintains sustainable partnerships.

TRAINING COMPONENTS

Throughout the assignment, selected candidates 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.

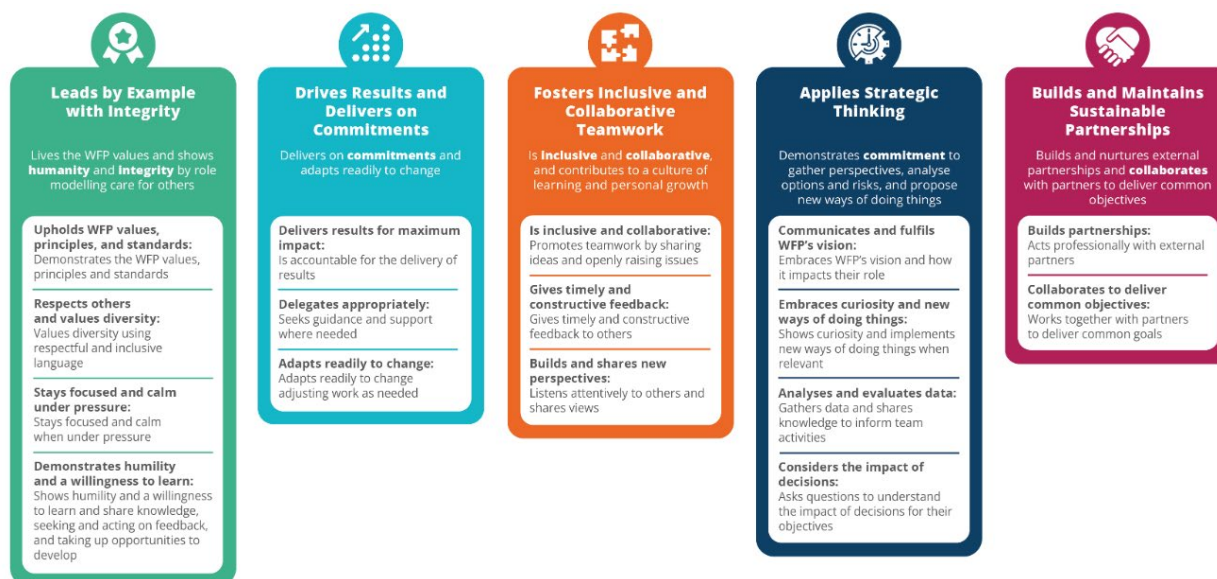
TYPE OF ASSIGNMENT

This opportunity is particularly well-suited for students or recent graduates seeking practical experience in an international organization. It offers valuable exposure to WFP's operations and the chance to contribute meaningfully to its mission.

The selected candidate will receive IT equipment and training material; however, financial compensation and medical coverage are not provided by WFP. Applicants may seek alternative funding opportunities, such as university grants or external scholarships, to support their assignment.

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**