

**JOB TITLE:** Partnerships Volunteer

**TYPE OF CONTRACT:** Volunteer

**UNIT/DIVISION:** Partnerships

**DUTY STATION (City, Country):** Cox's Bazar, Bangladesh

**DURATION:** 6 months

**BACKGROUND AND PURPOSE OF THE ASSIGNMENT:** Reporting to the Partnership Officer, the incumbent will contribute to the development and maintenance of long-term partnerships and in the mapping of new funding opportunities. The incumbent will operate in close cooperation with programme, retail, reports and communication teams.

**ACCOUNTABILITIES/RESPONSIBILITIES:**

1. Supporting in the identification, building and managing of effective partnerships, thereby ensuring that donors are engaged.
2. Support in identifying new opportunities that can help achieve WFP's strategic objectives, and the Cox's Bazar office in particular.
3. In collaboration with the Partnership Officer, work with Communication and Programme teams to develop tailored communication assets to assist with engaging new and existing donors
4. Assist in the preparation of high-level donor missions, and missions of high-level WFP officials to Cox's Bazar.
5. Assist in the preparation of inputs to reports for management and donor related activities.
6. Other as required

**QUALIFICATIONS & EXPERIENCE REQUIRED:**

**Education:** Must have completed secondary school education.  
Enrolled in a relevant University course, Political Science, International Development, Development Economics, Marketing Communications or other relevant field

**Languages:** Full proficiency in English