

Programme Associate (Food Security Sector/Information Management), SC6, Cox's Bazar

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Cox's Bazaar, Bangladesh, The People's R

Full time

Posted Today

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DEADLINE FOR APPLICATIONS

5 July 2026-23:59-GMT+06:00 Bangladesh Standard Time (Dhaka)

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ABOUT WFP

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

JOB PURPOSE:

The Information Management Associate provides core technical support to the FSS coordination team. The position is responsible for the collection, cleaning, analysis, and visualization of sector-specific data. By maintaining high-quality information systems (such as 3W, 4W, 5W frameworks, gap analyses, and interactive dashboards), the IMA ensures that sector partners can deliver data-driven, transparent, and highly accountable food security interventions.

KEY RESPONSIBILITIES:

1. Manage Food Security Sector (FSS) data collection, analysis, and reporting processes, including partner tracking matrices, monthly 5Ws data, beneficiary databases, operational datasets, and routine data quality assurance in compliance with WFP and global FSC standards.
2. Maintain and update centralized sector information management systems and databases, ensuring data accuracy, consistency, accessibility, and cross-functional integration across partners and sector activities.
3. Develop and produce information products and analytical outputs, including interactive dashboards, gap analyses, partner presence maps, funding analyses, situational updates, infographics, and other decision-support tools.
4. Conduct geographic, demographic, and food security analyses to identify vulnerabilities, unmet needs, service coverage, gaps, overlaps, and operational priorities within the response.
5. Design, develop, and maintain data visualization and geospatial products, including dashboards, maps, and spatial analyses using relevant information management and GIS platforms.
6. Support sector planning and reporting exercises, including the Joint Response Plan (JRP), Online Project System (OPS), seasonal assessments, rapid monitoring activities, funding tracking, and other inter-agency information management processes.
7. Compile, clean, maintain, and disseminate sector-specific datasets and report products, including Cash-for-Work (CFW), Rohingya Volunteer databases, bi-weekly updates, operational summaries, and other recurring sector outputs.
8. Draft and disseminate sector reports, bulletins, updates, correspondence, and information products, including food assistance support letters, weekly and monthly reports, and ad-hoc analytical products for partners and stakeholders.
9. Manage sector information-sharing platforms and communication channels, including web portals, document repositories, mailing lists, contact directories, registration systems, survey platforms, and the FSS Cox's Bazar webpage.
10. Coordinate information exchange and engagement with FSS partners, field focal points, and inter-agency stakeholders, ensuring timely dissemination of relevant information, updates, guidance, and sector products.
11. Provide information management support to sector coordination mechanisms, including organizing meetings, preparing presentations, drafting and circulating meeting minutes, and supporting multi-agency discussions with analytical and visual data products.
12. Provide technical support and capacity strengthening to cooperating partners and sector members, including guidance on indicators, reporting requirements, databases, mobile data collection tools, and information management processes.
13. Support sector events, workshops, field visits, onboarding processes, and knowledge management initiatives, ensuring effective coordination, institutional memory retention, and continuity of information management functions.
14. Undertake additional information management, reporting, coordination, and analytical tasks as required to support the objectives and priorities of the Food Security Sector and WFP operation.

QUALIFICATIONS AND EXPERIENCE:

Education: Completion of University Degree (Bachelor or equivalent) is required. Education in Information Technology, Computer Science, Statistics, Geographic Information Systems (GIS), Data Science or any other relevant field is preferable.

Experience: Minimum of 6 Years of work experience in data management, statistical analysis, information management or related field.

Language: Fluency in spoken and written both in English and Bangla language.

Job Title: Programme Associate (Food Security Sector/Information Management)

Grade: SC6

Type of contract: Service Contract

Duration: 12 Months

Duty Station: Cox's Bazar

Number of positions: 01

This vacancy announcement is for only Bangladeshi Nationals.

WFP offers a competitive benefits package including salary, leave plus medical insurance.

All documents will be verified, and any discrepancies will lead to automatic disqualification.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:

- **Advanced Data Processing:** Mastery of advanced MS Excel tools (nested lookups, power queries, pivot charts) and relational database architectures.
- **BI & GIS Platforms:** Proven corporate experience developing interactive scripts/dashboards in Power BI or Tableau, alongside mapping skills in QGIS or ArcGIS.
- **Mobile Data Collection:** Practical capability designing data-collection instruments using Kobo Toolbox / ODK / XLS Form protocols.

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact:

global.inclusion@wfp.org

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REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- All applications must be submitted exclusively through our online recruiting system. We do not consider CVs or applications sent by email, LinkedIn, or any other channel.
- We strongly recommend that your Workday profile is accurate and complete, and that all sections are filled in, including your employment history, academic qualifications, language skills, and UN grade (if applicable). Once your profile is completed, please apply, and submit your application.
- If you experience technical issues while submitting your application, you may contact us at global.herecruitment@wfp.org. Please note that this email is **only** for technical issues with an application - **unsolicited applications or documents sent to this inbox will not receive a reply.**
- At the application stage, the only required documents are your CV and Cover Letter. Additional documents (passport, certificates, recommendation letters, etc.) may be requested later in the process.
- Only shortlisted candidates will be contacted and invited to proceed to the next stage of the recruitment process.