

# Job Title: Programme Assistant (Livelihood) SC5 Damascus VA0143-2017

## POSTING DATES

From 15 November 2017 To 29 November 2017

## CONTRACT TYPE & DURATION

Type: Service Contract.

Duration: Six months.

## ABOUT WFP

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.

## ORGANIZATIONAL CONTEXT

These jobs are found in Regional Bureaux (RBs), Country Offices (COs), Area/Field Offices (AOs/FOs). The job holders typically report to a Programme Policy Officer or the designate.

At this level, job holders are responsible for the completion of a range of specialized and/or standardized processes and activities requiring some interpretation of standard guidelines and practices. Job holders are able to recommend a course of action to staff at various levels and may allocate tasks to other support staff. They work under minimum supervision, perform basic analyses and compile reports to support information consistency and smooth implementation of programmes/projects.

## JOB PURPOSE

To perform specialized and/or standardized policy and programme-related processes and activities to support the effective delivery of assistance packages.

## KEY ACCOUNTABILITIES (not all-inclusive)

Under the overall guidance of Programme Policy Officer (Livelihoods) and National Programme Officer (Livelihoods), the Programme Assistant (Livelihoods) will be responsible for the following tasks:

- Support the overall implementation the Livelihoods activities in the country and achievement of results.
- Prepare evaluation reports for potential national partners for livelihoods activities, and support Field Offices in the same;
- Follow up with the implementing partners and Field Offices for the progress of the implementation of Livelihood activities;
- Support identify training needs, organizing such training of the Cooperating Partners staff and assist in developing relevant manuals and guidelines;
- Ensure the implementation of the Livelihoods programme through all stages of the project management cycle, with a focus on the achievement of results and quality of activities;
- Maintain project tools which support project implementation and management review of progress and support the field teams to prepare

programmatic work plans;

- Liaise with the M & E unit to strengthen and maintain monitoring and evaluation system, including an effective field reporting system that will enable measurement of progress at output and outcome levels;
- Process Cooperating Partner payments for national-level livelihood projects, and liaise with Partnerships and Finance to ensure timely processing;
- Liaise with other units including finance/administration, procurement and human resource unit to ensure adequate support for all project activities.
- Foster a stable and participatory working environment by promoting experience sharing and lessons learnt.
- Support the Pipeline and Reporting Units with input for donor reports and proposals.
- Pro-actively participate in the annual planning process.
- Perform other related duties as requested.

## STANDARD MINIMUM QUALIFICATIONS

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

**Experience:** Minimum 4 years or more of progressively responsible work experience related to food security, early recovery and livelihood programming.

**Language:** Fluency in both oral and written communication in English and Arabic languages.

## TERMS AND CONDITIONS

- Please upload your CV in English
- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.

## HOW TO APPLY

### WFP Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=70981&company=C0000168410P&username=>

### External Candidates:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=70981&company=C0000168410P&username=>

## Female applicants and qualified applicants from developing countries are especially encouraged to apply

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.*

*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.*

