

Job Title: Programme Assistant (Livelihood & VAM) FT G5-Qamishly VA018-2019

Re-advertisement VA007-2018

POSTING DATES

From 13 March 2019 till 27 March 2019

CONTRACT TYPE & DURATION

Type: Fixed Term contract.

Duration: One year.

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)

- Conduct vulnerability and food needs assessments according to guidelines provided by the Country Office;
- Gather relevant food security information from key sources in difficult to reach areas through innovative means and according to guidelines provided by the Country Office;
- Verify data reliability and support data entry of food security assessments and market prices;
- Coordinate regular collection of market prices according to specifications provided by the Country Office;
- Prepare regular food security updates on areas of operation under the Field Office;
- Support the development of livelihoods and resilience programming in the area of operation;
- Liaise with the concerned authorities, partners and other stakeholders on livelihoods and resilience building projects;
- Undertake project identification, development, monitoring and technical supervision of livelihoods projects;
- Assess the training needs of relevant partner staff and support the design and implementation of appropriate capacity development training;
- Prepare regular implementation progress reports on livelihoods projects;
- Contribute to documenting lessons learnt and best practices in livelihood and resilience building programming in area of operation.

STANDARD MINIMUM QUALIFICATIONS

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

Experience: Four years of progressively responsible programme or operations field work in community, or area development, of which at least one year was closely related to food security, local development, early recovery, livelihood or environment programme functions

Language: Fluency (level C) in English language and Arabic language

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has facilitated communication with technical teams (i.e. nutrition, VAM, etc.).
- Has contributed to implementation of programmes.
- Has observed or assisted with policy discussions.

WORK-LIFE BALANCE

WFP is dedicated to promoting and maintaining the highest degree of physical, mental and social wellbeing of all staff members. Accordingly, it seeks to offer a safe and healthy working environment focusing on balancing the professional and personal demands of its personnel of all contract types and thus WFP offers flexible working options.

TERMS AND CONDITIONS

- Please upload your professional CV in English in PDF format making sure to include the following in terms of "Experience":
- Company/Organization name and scope of work of the organization
- Exact Position Title
- Contract type: part-time, full-time, volunteer, consultant, or freelancer
- Start and End date of Employment for each position: From (dd/mm/yyyy) to (dd/mm/yyyy)
- Responsibilities: To mention the main responsibilities that highlight your gained skills and experience
- A proof of your experience will be required in the final stage of recruitment.
- Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted.
- *Candidates must get an auto confirmation email once application is submitted.*

HOW TO APPLY

(If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar)

Internal Candidates:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=104300&company=C0000168410P&username=>

External Candidates:

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=104300&company=C0000168410P&username=>

As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity, [Females and Individuals with Special Needs are strongly 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.