



## VACANCY ANNOUNCEMENT VA No. 045/2014

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for the following post:

<b>Issuing Date</b>	12 November 2014	<b>Closing Date</b>	26 November 2014
<b>Post Title</b>	Field Monitor Assistant	<b>Duty Station</b>	Damascus (2 positions) Homs (2 positions) Tartous (2 positions) Qamishly (3 positions) Lattakia (1 position)
<b>Contract Type</b>	Service Contract	<b>Grade/Level</b>	SC4
<b>Duration</b>	Six Months	<b>Unit</b>	Programme

### Duties and Responsibilities:

Within delegated authority, the Field Monitor Assistant will be responsible for the following duties:

- Coordinate and monitor the implementation of WFP assistance in the field in close collaboration with the cooperating partners
- Monitor and review overall commodity movements such as deliveries, storage, transportation and distributions of WFP assistance at the distribution points and verify if the amounts received have been properly recorded
- Follow-up on status of commodities dispatched from WFP warehouses including the damaged commodities that should be properly recorded and accounted for the cooperating partners.
- Support cooperating partners in reporting on various WFP activities including received, distributed and the damaged commodities.
- Follow-up with the cooperating partners on submission of various reports and ensure they are timely submitted to WFP offices
- Supervise the efficient distribution of WFP assistance at the distribution site. Ensure proper distribution of entitlements and verify that appropriate entitlements are distributed to beneficiaries
- Provide feedback to WFP managers and cooperating partners with recommendations on how to improve the distribution process
- Assist in arranging regular meetings with community leaders and cooperating partners in the field on distribution arrangements, targeting and other relevant issues.
- Assist in the implementation of the plan of action, review achievements and constraints and provide feedback accordingly

- Assist cooperating partners in encouraging women’s access to economic skills development and sensitizing public opinion on gender issues and gender focused activities
- Submit periodic reports to WFP on relevant events regarding commodity managements, distribution, monitoring findings and other related issues
- Update WFP databases with planned and actual monitoring visits and update on food distributions
- Identify any apparent issues in the programme and report them to the appropriate personnel
- Supervise and train other personnel as appropriate
- Perform other related duties as required.

### Qualifications:

**Education:** Secondary school education, supplemented with experience or additional education in education, social services, nutrition, agriculture or other related field.

**Experience:** At least three years of progressively responsible support experience including at least one year in the field of statistics, refugee operations, or another related field

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

**Knowledge:** Experience utilizing computers including word processing, spreadsheet and other software packages.

### HOW TO APPLY

**Applications must be submitted online**

**Application procedures:**

- Go to: <http://i-recruitment.wfp.org/vacancies/14-0016714>
- Step 1: [Create your online CV](#)
- Step 2: Click on “[Description](#)” to read the position requirements and “[Apply](#)” to submit your application

**NOTE: You must complete Step 2 in order for your application to be considered for this vacancy**

Only short-listed candidates shall be contacted.

**Female candidates are strongly encouraged to apply.**