



VACANCY ANNOUNCEMENT VA No. 044/2014

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

Issuing Date	12 November 2014	Closing Date	26 November 2014
Post Title	Programme Assistant (CPDR)	Duty Station	Damascus
Contract Type	Service Contract	Grade/Level	SC5
Duration	Six Months	Unit	Programme

Duties and Responsibilities:

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

- Cross check the daily dispatch report with the COMPAS reports and CPDRs a regular basis;
- Undertake monthly, quarterly, and yearly CPDR/COMPAS reconciliation exercises;
- Maintain regular contact with the partners to reconcile distribution reports (NGOs);
- Work with sub-offices to ensure correctness of distribution reports, as needed;
- Liaise with COMPAS colleagues in Amman on discrepancies and make sure they are corrected and reflected in COMPAS;
- Keep the supervisor and COMPAS team updated regularly about the reconciliation process;
- Prepare regular reports on the status of the reconciliation;
- Determine the main reasons for issues related to discrepancies and take corrective actions;
- Enter CPDR data in COMPAS;
- Keep record of all returned waybills from the transporters;
- Maintain a filing system for the returned waybills and CPDRs which contributes to the reconciliation process;
- Receive the returned waybills from the transporters and follow on all these waybills until they are received by COMPAS;

Qualifications:

Education: Secondary school education, preferably supplemented by courses in a field related to WFP programmatic activities.

Experience: At least four years of progressively responsible support or secretarial work experience including at least two years in the field of accounting, transport, insurance, statistics, operations or other 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/14-0016712>
- 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.