



## VACANCY ANNOUNCEMENT VA No. 043/2014

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>	Programme Assistant (M&E)	<b>Duty Station</b>	Damascus
<b>Contract Type</b>	Fixed Term	<b>Grade/Level</b>	GS5
<b>Duration</b>	One year	<b>Unit</b>	Programme

### Duties and Responsibilities:

Under the Supervision of the Head of M&E Section, the Programme Assistant will be responsible for the following tasks:

- Provide overall support to the M&E Section as requested;
- Provide support to consolidate M&E monitoring plans, weekly and monthly, to ensure adequate monitoring coverage in all high-risk locations;
- Provide support to produce analysis of monitoring data collected by WFP and third-party monitors and write findings in report;
- Provide support to prepare M&E input for weekly sitreps and monthly operational reports;
- Provide support to produce specific analysis and reports on food voucher transfers and the school feeding programme;
- Provide support to develop and update the M&E guidelines and monitoring tools in coordination with the Head of Section;
- Ensure that COMET is updated with relevant data on indicators and targets, and updates after the mid-year and end of year review;
- Provide support to prepare monitoring findings template and ensure follow-up on actions by Sub Offices or relevant units;
- Provide support for the M&E component of the annual reporting exercise (SPRs);
- Perform other related duties as required.

## Qualifications:

**Education:** Secondary school education, preferably University Degree in Information Management, economics, statistics, agriculture, environment, geography, nutrition, rural development, sociology, and or similar relevant discipline.

**Experience:** At least four years of progressively responsible support or secretarial work experience including at least two years in the field of monitoring & evaluation, database and software design, food security, climate change, vulnerability analysis or a closely related area.

**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/14-0016711>
- 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.**