

Job Title: Monitoring Assistant SC4 (3 Posts) 1 Deir Ezzor and 2 Lattakia Field Offices

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

All applications should be received no later than Sunday 10th January, 2021.

CONTRACT TYPE AND DURATION

This position is open to Syrian or Syrian/Palestinian nationals, or holders of a work permit and residency in Syria.

Contract Type: Service Contract (SC4)

Duration: 12 months

Duty Station: 1 post in Deir Ezzor Field Office and 2 posts in Lattakia Field Office

Number of required employees: 2

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.

In Syria, WFP provides food assistance to more than 4.6 million people each month. This includes families who require emergency assistance when affected by conflict and displacement and also those who need help to improve their nutrition and food security. WFP supports children across Syria with healthy meals and snacks at school, mothers with nutritious diets, and families and communities with sustainable livelihood projects.

ORGANIZATIONAL CONTEXT

The Monitoring Assistant will work in the field office, Programme Unit-M&E and AAP section and in collaboration with the other units of WFP.

Supervision received: This post is based in Deir Ezzor and in Lattakia Field Offices, and follow under the direct supervision of the Programme Associate (M&E/AAP) and the overall supervision of Heads of Field Offices.

JOB PURPOSE

To perform monitoring activities within a specific coverage area and provide reports to support the effective delivery of assistance packages.

KEY ACCOUNTABILITIES (not all-inclusive)

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

1. Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed and the quality of the operation is in line with WFP standards.
2. Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, in order to assist in the effective delivery and distribution of food items or non-food items.
3. Collate assistance programme(s) data in accordance with clear direction, in order to support programme reviews and informative decision-making.
4. Liaise with cooperating partners and internal counterparts to gather feedback and comments to support programme reviews and improve services.
5. Receive and collate comments and feedback from cooperating partners, beneficiaries, and beneficiaries, to support identifying programmatic issues with a view to fostering efficient operations.
6. Provide guidance for cooperating partners on WFP operational practices, monitoring tools and methods in order to support them to complete self-monitoring tasks and to contribute to the visibility of WFP in the coverage

areas.

7. Prepare field mission reports to document programme implementation.
8. Follow set emergency response processes and procedures for emergency food assistance.
9. Document any issues, findings and/or observations from field visits through WFP's systems and weekly reports to the HoP/HoFO.
10. Gather information prior to every monitoring visit on previous visits and key information needs, and report back on progress and resolution of previous issues.
11. Ensure the weekly, monthly and biannual monitoring plan is achieved in a timely and accurate manner.
12. Any other task as required by the Head of Programme within the framework of the TOR.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education.

Experience: Three years of overall experience.

Language: Fluency in both oral and written communication in Arabic and in English. **Education:** Completion of secondary school education.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has experience analysing programme output and outcome data.
- General knowledge of WFP monitoring and evaluation systems and standards.

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Helps teammates articulate WFP's Strategic Objectives.
- Be a force for positive change: Suggests potential improvements to team's work processes to supervisor.
- Make the mission inspiring to our team: Explains the impact of WFP activities in beneficiary communities to teammates.
- Make our mission visible in everyday actions: Articulates how own unit's responsibilities will serve WFP's mission.

People

- Look for ways to strengthen people's skills: Trains junior teammates on new skills and capabilities.
- Create an inclusive culture: Seeks opportunities to work with people from different backgrounds.
- Be a coach & provide constructive feedback: Serves as a peer coach for colleagues in same area of work.
- Create an "I will"/"We will" spirit: Tracks progress toward goals and shares this information on a regular basis with supervisor.

Performance

- Encourage innovation & creative solutions: Explores ways to consistently be more efficient and accurate in own areas of work and shares new methods of work with colleagues.
- Focus on getting results: Focuses on getting results and tracks trends in completion rates for own tasks to identify opportunities for efficiency.
- Make commitments and make good on commitments: Takes responsibility for own tasks and notifies supervisor as soon as possible of potential delays in meeting deadlines or commitments.
- Be Decisive: Independently decides what action to take when faced with critical choices in the workplace or in dangerous situations in the field.

Partnership

- Connect and share across WFP units: Suggests opportunities for partnering with other units to supervisor.
- Build strong external partnerships: Identifies opportunities to work with colleagues and partners in the field towards common goals.
- Be politically agile & adaptable: Develops an understanding of the value of WFP's teams and external partners in fulfilling team's goals and objectives.
- Be clear about the value WFP brings to partnerships: Aligns own activities with supervisor's priorities to fulfill internal and external partner needs.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level

Strategic Management	Displays basic understanding of WFP's policies and strategies to perform monitoring and/or evaluation activities and their inter-relationship.
Performance Management	Applies knowledge of WFP's performance management system to manage resources and relationships to undertake monitoring actions or deliver straightforward evaluations of operations, programmes, or processes to WFP monitoring and/or evaluation quality standards.
Qualitative/Quantitative Methodology	Understand and applies an appropriate mix of established methods and data collection tools to monitoring, reviews or straightforward evaluations, in line with WFP's strategic and operational results frameworks (metrics), WFP guidance and technical standards.
Data Analytics and Visualization	Collects and summarizes programme data, including information on shipments, distribution site logistics, the status of personas in need, and beneficiaries planned and reached for all programme assistance modalities and activities.
Programme Monitoring and Review	Gathers, organizes, and provides data on programme outputs, processes, and outcomes, including distribution plans and the status, quantity, and quality of food and cash distributed and technical assistance provided.

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 shortlisted candidates will be invited to the next stage of the selection process.

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=133689&company=C0000168410P>

External Candidates: <https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=133689&company=C0000168410P>

Qualified female applicants 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.