

# Job Title: Programme Associate (Cash Based Transfer) SC6 Damascus VA027-2020

**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

From 29 March 2020 to 12 April 2020

## 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). Job holders typically report to a Programme Policy Officer or Head of Field Office.

At this level, job holders are expected to demonstrate responsibility and initiative to respond independently to various queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen operational problems on a daily basis. Job holders are expected to manage resources and coach and coordinate support staff.

## JOB PURPOSE

To provide effective specialized support and technical analyses to policy and programme activities that effectively meet food assistance needs.

## KEY ACCOUNTABILITIES (not all-inclusive)

- Liaise and coordinate with internal counterparts (Field Offices as well as other Country Office Programme units, in particular activity managers, Vulnerability Assessment and Mapping (VAM) and Monitoring & Evaluation) to support effective collaboration, implementation and monitoring of ongoing CBT project activities;
- Provide technical support and guidance to WFP Field Offices and Cooperating Partners (CPs) on CBT implementation and documentation, through remote support and regular field visits;
- Review and update operational guidance (SOPs) to reflect country operating context while ensuring compliance with corporate policies and directives;
- Assist in monitoring the implementation of plans for scaling-up CBT activities, perform accurate and timely recording/compilation of data and support analysis, and prepare periodic reports on the progress of CBT operational projects (e.g. programme status, performance) to support operational decision making;
- Contribute to the Country Office's efforts regarding analysis, learning and strategy around cash-based transfers; further strengthen the analysis of the impact and effectiveness of cash-based programmes for beneficiaries and the market;
- Supporting the Programme Policy Officer with external coordination regarding cash-based activities with humanitarian and Government partners (including drafting of documents and translations);
- Perform other related duties as required.

## STANDARD MINIMUM QUALIFICATIONS

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

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

## DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- At least five years of progressively responsible experience in development projects or emergency assistance in the related field, in addition to proven experience in money transfer operations and commercial transactions.
- Solid knowledge of the project cycle and experience in humanitarian programmes. Previous experience with cash-based programmes is an advantage

## 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=119667&company=C0000168410P&username=>

External candidates:

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=119667&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.*