

Job Title: Programme Policy Officer (Consultant) Qamishly VA082-2019

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 17 October 2019 till 31 October 2019

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.

KEY ACCOUNTABILITIES (not all-inclusive)

Under the direct supervision of the Head of the Field Office, and the technical supervision of the Head of M&E Section at Country Office, the incumbent will support all relevant processes from Field Office side to ensure: a comprehensive WFP Monitoring System is implemented correctly, a successful large-scale Household targeting and registration process is in place. The incumbent will also support the scale-up of Cash-Based Transfers (CBT) as a transfer modality, the implementation of the WFP Complaint & Feedback Mechanism and Beneficiary Information Management System and successful Programme Implementation.

The related duties and responsibilities are:

Outcome 1: A strong M&E system to address issues and learning is in place

- Improve the work of the Field Office (FO) by identifying local training needs, and communicating these to the WFP CO
- In close collaboration with WFP CO develop and deliver regular and ad-hoc trainings on M&E and areas identified as problematic during monitoring visits (e.g. warehousing, organization of distributions), to WFP Field Monitors (FMA), Third Party Monitors (TPM), Cooperating Partners (CP) and other relevant parties (e.g. school directors, retailers).
- Ensure a balanced monitoring coverage across activities and gender for WFP and Third-Party Monitors, based on the MRE sampling plan, while keeping the priority of expanding WFP direct monitoring in accessible areas.
- Inform WFP CO in a timely manner on all additional staffing needs for FMA and TPM
- Conduct regular stand alone and joint field visits to understand the operational context and ensure oversight over the work of FMAs, TPMs and CPs.
- During field missions conduct Key Informant Interviews Focus Group discussions to validate monitoring findings, understand underlying issues and identify actionable solutions
- Supervise FMAs by conducting joint visits for ad-hoc learning, verify and crosscheck monitoring findings, giving regular feedback on FMA performance
- Test and improve monitoring tools during the development stage and during field visits, inform the WFP CO on any issues and make suggestions for enhancement of existing or development of new tools
- Analyze all monitoring surveys conducted to extract key findings that need to be addressed at FO level

- Summarize findings on a monthly basis, to identify patterns and recurring issues, that need to be raised to CO level and addressed in a more collective manner
- Follow up on monitoring and review findings received through FMA, TPM, CP and the Beneficiary Feedback System, to ensure corrective actions are taken as required, including recording in the Syria Monitoring Database issues tracking module, including consistent and regular follow up and sharing of findings with cooperating partners.
- Support the development and drafting of documentation and reports relating to Monitoring findings/analysis at FO level and liaise with FO colleagues (programme, supply chain, field monitors, etc.) accordingly.
- Contribute to the preparation of accurate and timely reporting on programmes and activities that enable informed decision making and consistency of information presented to stakeholders.
- Identify areas of improvement in the processes, make recommendations and support the implementation of improvements as required
- Liaise with internal and external counterparts to ensure effective collaboration, monitor ongoing projects and highlight potential risks to project delivery.
- Participate in the bi-weekly M&E Network call and other M&E meetings, coordinate and follow up as required.

Outcome 2: COMET and Distribution data is correct, up to date and reconciled

- Support the FO on ensuring that COMET is up to date and reflect the correct information
- Ensure the COMET Roles and Responsibilities are fulfilled as per the COMET SOP
- Support WFP CO by coordinating reconciliation efforts at FO level

Outcome 3: The Re-targeting exercise is conducted in a successful and impartial manner

- Support the implementation of the re-targeting exercise lead by VAM
- Support the development of the registration process of the targeted household, and the verification process (supporting the guidance to the FOs, the operationalization with partners).
- Support the development of the guidance in terms of sensitization / communication to beneficiaries / partners related to the targeting / registration exercise, and the verification process.

Outcome 4: Beneficiaries are heard and have a direct line of contact

- Support the enhancement of the Accountability to Affected Population (AAP) System in Syria.
- Support the establishment of the Complaint Feed-Back Mechanism (CFM), ensure necessary information from the field is available to the CO operators and CP helpdesks
- Synthesize the CFM findings and link them to monitoring observations

Outcome 5: Programmatic implementation runs smoothly and is supported effectively

- Contribute towards the development of a wide variety of projects, plans and processes, ensuring alignment with wider programme policies and guidance.
- Manage programmes and projects at field office level, ensuring a coordinated approach with wider programmes that complies with WFP standards and procedures
- Research and analyse a range of policy and operational issues to inform the development of policies, programmes and activities.
- Contribute to the preparation of accurate and timely reporting on programmes and activities that enable informed decision making and consistency of information presented to stakeholders.
- Liaise with internal and external counterparts to ensure effective collaboration, monitor ongoing projects and highlight potential risks to project delivery.
- Support the identification, development and management of potential partnerships to collaborative working leading to improved food assistance packages.

- Support the capacity building of WFP staff, partners and national government to prepare for and respond to food assistance needs, e.g. through providing inputs into training materials.
- Guide and supervise more junior staff, acting as a point of referral and supporting them with analysis and queries.
- Support the scale-up of CBT and the CBT capacity building of WFP staff, partners and national government to prepare for and respond to food assistance needs

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Education: Advanced University degree or University degree in one or more of the following disciplines: International Affairs, Economics, Finance, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance.

Experience: Minimum 3 years of postgraduate, progressively responsible, job related experience in international humanitarian and/or development settings; experience with emergency preparedness.

Language: Proficiency in both oral and written English. Arabic in an asset.

- Proficiency in Windows, MS Office (Word, Excel, Powerpoint, Outlook)
- Excellent data analysis skills and good knowledge of data visualization (sample tools could be statistics programmes, Tableau)
- Behavioral competencies such as Action Management, Client Orientation, Cognitive Capacity, Innovation, Partnering and Teamwork.

DESIRABLE QUALIFICATIONS

- Exposure to the international arena either by direct work for an international institution/ organization; or working for a national entity, by way of interacting with international stakeholders
- Good working knowledge of another official UN language (i.e. Arabic, Chinese, French, Spanish and Russian)
- Prior experience or exposure to WFP would be a strong advantage
- As WFP's international professionals are required to serve in different locations around the world during their career (including in hardship duty stations), willingness to be mobile would maximize opportunities for long-term retention into the Organization

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=107678&company=C0000168410P&username=>

External Candidates

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=107678&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.