

Job Title: Monitoring Assistant SC4 Lattakia VA071-2019

DEADLINE FOR APPLICATIONS

From 07 October to 21 October 2019

CONTRACT TYPE & DURATION

Type: Sertvice Contract (SC4)

Duration: Six months.

Number of required employees : 1

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 primarily in WFP Field based Offices, and job holders typically report to Programme Policy Officer or Programme Associate. The reporting lines may change depending on the size of the office.

At this level work is carried out under minimum supervision. Job holders are expected to produce organised and accurate technical work and reports. They may provide guidance on standard practices to other staff and counterparts in their area of work.

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)

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.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education.

Experience: At least three years of progressively responsible support experience including at least one year in the field of statistics, refugee operations, monitoring programme, humanitarian and distribution fields.

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

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.

WORK-LIFE BALANCE

WFP is dedicated to promoting and maintaining the highest degree of physical, mental and social wellbeing of all staff members. Accordingly, it seeks to offer a safe and healthy working environment focusing on balancing the professional and personal demands of its personnel of all contract types and thus WFP offers flexible working options.

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=107258&company=C0000168410P&username=>

External candidates

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=107258&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.