

# Job Title: Programme Assistant (VAM and Livelihood) SC5-Damascus FO- VA079-2018

**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 14 October 2018 to 05 November 2018

## CONTRACT TYPE/DURATION

Contract Type: Service Contract SC5

Duration: Six Months

## 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). The job holders typically report to a Programme Policy Officer or the designate.

At this level, job holders are responsible for the completion of a range of specialized and/or standardized processes and activities requiring some interpretation of standard guidelines and practices. Job holders are able to recommend a course of action to staff at various levels and may allocate tasks to other support staff. They work under minimum supervision, perform basic analyses and compile reports to support information consistency and smooth implementation of programmes/projects.

## JOB PURPOSE

To perform specialized and/or standardized policy and programme-related processes and activities to support the effective delivery of assistance packages.

## KEY ACCOUNTABILITIES (not all-inclusive)

- Conduct vulnerability and food needs assessment according to guidelines provided by the Country Office;
- Gather relevant food security information from key sources in difficult to reach areas through innovative means and according to guidelines provided by the Country Office;
- Verify data reliability and support data entry of food security assessments and market prices;
- Coordinate regular collection of market prices according to specifications provided by the Country Office;
- Prepare regular food security updates on areas of operation under the Field of Office;
- Support the development of livelihoods and resilience programming in the area of operation;
- Liaise with the concerned authorities, partners and other stakeholders on livelihood and resilience building projects;
- Undertake project identification, development, monitoring and technical supervision of livelihoods projects;
- Assess the training needs of relevant partner staff and support the design and implementation of appropriate capacity development training;
- Prepare regular implementation progress reports on livelihoods projects;
- Contribute to documenting lessons learnt and best practices in livelihood and resilience building programming in area of operation.
- Perform other duties, as required by the supervisor.

## 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
<b>Programme Lifecycle &amp; Food Assistance</b>	Can facilitate implementation of food assistance programmes under guidance using basic understanding of principles and good practices of programme design, implementation and monitoring.
<b>Transfer Modalities (Food, Cash, Vouchers)</b>	Demonstrates ability to facilitate, under guidance, food assistance programme implementation that deploys full range of transfer modalities with an understanding of basic principles guiding modality selection and implementation.
<b>Knowledge of Specialized Areas</b>	Understands basic technical concepts and data and their relevance to food assistance programmes.
<b>Emergency Programming</b>	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
<b>Strategic Policy Engagement w/Govt</b>	Understands and applies basic principles of engagement with government counterparts at the national or local level.

## STANDARD MINIMUM QUALIFICATIONS

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

**Experience:** Four years of progressively responsible programme or operations field work in community, or area development, of which at least one year was closely related to food security, local development, early recovery, livelihood or environment programme functions.

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

## DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has facilitated communication with technical teams (i.e. nutrition, VAM, etc.).
- Has contributed to implementation of programmes.
- Has observed or assisted with policy discussions.

## TERMS AND CONDITIONS

- Please upload your CV in English
- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying

## HOW TO APPLY

Internal candidates :

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=100243&company=C0000168410P&username=>

External candidates :

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=100243&company=C0000168410P&username=>

**Female applicants and qualified applicants from developing countries 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.*