

Job Title: Programme Associate (Livelihood) FTG6 Damascus VA063-2018

DEADLINE FOR APPLICATIONS

From 16 July 2018 to 30 July 2018

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)

1. Provide technical programme guidance to WFP and cooperating partners in the design and implementation of livelihood activities in line with TCSP, ICSP and WFP Syria's Livelihood and Resilience Strategy;
2. Provide strategic and operational guidance to Field Office livelihood focal points during the design and development of livelihood projects, and follow-up with the cooperating partners and Field Offices for the progress of the implementation of Livelihoods activities;
3. Contribute to decentralization of livelihood programme activities to Field Offices;
4. Ensure the implementation of the Livelihoods programme through all stages of the project management cycle, with a focus on the achievement of results and quality of activities;
5. Develop relevant manuals and programmatic guidance as required;
6. Prepare a range of reports and data analysis for livelihood activities (e.g. resource utilization, programme status, performance) and highlight trends/issues ensuring deliverables adhere to corporate standards and quality control;
7. Ensure and perform accurate, timely recording of data for livelihood programmes and ensure consistency of information presented to internal and external stakeholders;
8. Prepare evaluation reports and assess impact of livelihood activities for national partners, and support Field Offices in the same;
9. Identify and implement capacity building and training needs for Field Office and Cooperating Partners to ensure effective implementation of livelihood programmes;
10. Maintain project tools which support project implementation and management review of progress and support the field teams to prepare programmatic work plans;
11. Liaise with the M&E unit to strengthen and maintain monitoring and evaluation system, including an effective field reporting system that will enable measurement of progress at output and outcome levels;
12. Liaise with other units including finance/administration, procurement and human resource unit to ensure adequate support for all project activities;
13. Act as a point of contact for resolution of a range of operational queries and problems within Country Office Livelihood Unit;
14. Process Cooperating Partner payments for national-level livelihood projects, and liaise with Partnerships and Finance to ensure adequate support for all project activities;
15. Oversee and/or review the work of other support staff, providing practical advice and guidance, to contribute to delivering objectives to agreed standards and deadlines;

STANDARD MINIMUM QUALIFICATIONS

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

Experience : Minimum 5 years or more of progressively responsible work experience in programme management. Technical experience in livelihood and early recovery programming a plus.

Knowledge: Understand basic technical concepts and data and their relevance to food assistance programmes, with a particular focus on livelihood programming and linkages to humanitarian activities.

Language: Fluency (level C) in English and Arabic languages

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.
- **Female candidates are strongly encouraged to apply**

How to Apply

WFP candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=85901&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=85901&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.