

Job Title: OIM & Performance Reports Officer NOA -Damascus VA034-2018 1

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 11 April 2018 till 25 April 2018

TYPE OF CONTRACT

Type of Contract : Fixed Term NOA

Duration : One Year

Duty Station : Damascus

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 Headquarters (HQ), Regional Bureaux (RBs) and Country Offices (COs), and report to the Regional/Division/Country Director or the designate. Job holders are required to carry out well-defined activities and straight forward analytical work. They are likely to be working closely with a more experienced professional staff member receiving guidance and regular feedback on work performed.

JOB PURPOSE

To support all Operational Information Management and Performance Reporting (OIM & PR) activities and contribute to the establishment and presentation of standard operating picture of WFP programme portfolio and associated results that facilitate informed and timely decision-making at all levels throughout the organisation.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Support staff in assigned area to ensure that standard OIM & PR procedures and templates are followed to drive the quality, consistency and standardisation of information management and performance reporting across WFP.
2. Collate relevant information and data from media and local internal and external sources to facilitate and maximize the exchange of information and data flow between functional area networks in WFP, to provide operational awareness and understanding of events that may have humanitarian and/or operational impact.
3. Support the collation and dissemination of political and humanitarian analysis pertaining to WFP current or future responses and donor policies, trends and preferences to ensure country specific input to WFP's operational reporting.
4. Support the collation, analysis and communication of the 'Essential Elements of Information', pertaining to the operational environment and available human, financial and physical assets in order to facilitate access to timely and accurate information used at country, regional and corporate level.
5. Participate in the testing of and providing feedback on SPR Intelligent Next Generation system features and functions.
6. Support the preparation of Standard Project Reports (SPRs) for the Annual Reporting Exercise in collaboration with the country office programme, monitoring & evaluation, logistics and resource management functions by coordinating to ensure coherence and quality of performance information.
7. Collaborate with counterparts internally to ensure consistency in humanitarian information and to complement WFP analysis and information.
8. Support the enhancement of the capacity of WFP staff and partners to effectively manage operational information and performance reporting, for example through scheduling the delivery of the OIM & PR training on core competencies.
9. Support COs or RBs in emergencies by preparing, organising and providing secretarial support to Operational Task Forces (OTFs).

10. Provide feedback on activities associated with the Corporate Performance Reporting Improvements.
11. Support the initiatives for developing improved, streamlined, and harmonized OIM & PR including drafting of OIM & PR related normative guidance, as required.
12. Support the assurance of defined quality standards in all processes and products.
13. Other as required.

STANDARD MINIMUM QUALIFICATIONS

Education: Advanced University degree in Political Science, Economics, Statistics, Information Management or Journalism, Business Management, Social Sciences or other relevant field, or First University degree with additional years of related work experience and/or training/courses.

Experience: Typically one year or more of postgraduate professional experience in a relevant field of work, with a background and interest in international humanitarian development.

Knowledge & Skills:

- General knowledge of information management best practices, techniques and processes with some understanding of the basic theoretical background.
- Strong written and oral communication skills, including substantive analysis and report writing skills.
- Knowledge of, or the ability to quickly assimilate, UN/WFP specific processes and systems.

Language: Fluency (level C) in English language 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

HOW TO APPLY

Internal candidate:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=80106&company=C0000168410P&username=>

External candidate:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=80106&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.