

Job Title: Programme Associate (Monitoring and Evaluation) FTG6 Damascus VA001-2018

DEADLINE FOR APPLICATIONS

From 07January 2018 to 21 January 2018

CONTRACT TYPE & DURATION

Type: Fixed term contract.

Duration: One year.

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

The incumbent falls under the overall supervision of Head of M&E and the direct supervision of NOB M&E.

Tasks/functions:

- **Project Monitoring Plan (PMP):** Prepare the PMP and sampling for PRRO Logframe in alignment to the Integrated Road Map (IRM), new Corporate Results Framework in compliance with WFP's Minimum Monitoring Requirements (MMRs), incorporating gender and protection perspectives in all areas of work. Communicate and train field offices on appropriate sampling methodology and implementation. Responsible for consistent outcome and output monitoring data collection, with monthly review with field offices for tracking of sampling progress of all programmes. Follow up with sub-offices to submit timely updates of M&E activities.
- **Monitoring Tools:** Outcome, cross cutting and process data collection. Review and design monitoring tools to align Monitoring checklists to the IRM and new Corporate Results Framework and Logframe in consultation with activity managers, and train WFP field monitors and third party facilitators on data collection methods, including remote and mobile data collection. Assist in the design and adjustments of monitoring surveys.
- **Process monitoring:** Analyse process monitoring section in the monthly narrative monitoring report from field offices, and elevate main issues to management on a monthly basis. Responsible for issues tracking matrix in the Syria Monitoring Database.

- **M&E Network and Field Coordination:** Capacity building for WFP field monitors in the sub offices and Third party monitoring facilitators in country and in cross border locations. Conduct Field visits to all Field Offices maintaining the direct dialogue with beneficiaries and technical support and enhanced communication with field based M&E staff. Prepare and submit Field visit report including and programmatic recommendations and gender observations.
- **Inter-Agency Coordination:** 4Ws Planned and Actual Distribution and Activity Outputs. Process and validate data and disseminate to Food Security and Livelihoods sector.
- Assist with rollout of tablets for M&E and with the transition to the MDCA database
- M&E Information management:
 - Prepare periodic reports, statistical information and tables
- Conduct field visits on a regular basis with Field Monitors
- Assist the Programme Officer in organizing project missions, meetings and briefing sessions
- Perform other related duties as required

Critical Success Factors

- Excellent communication skills
- Fluent written and oral communication in Arabic and English required
- Ability to maintain accurate and precise records, well organized
- Able to interpret and analyse a variety of data and resolve discrepancies
- Ability to deal patiently and tactfully with people of different national, cultural and religious backgrounds
- Strong computer skills particularly in Excel and PowerPoint; Access and SPSS statistical software experience is beneficial

STANDARD MINIMUM QUALIFICATIONS

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

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

Experience: At least 5 years of progressively responsible experience related to monitoring, research or programme management .

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=73284&company=C0000168410P&username=>

External candidates:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=73284&company=C0000168410P&username=>