

Job Title: Programme Assistant (Reporting) SC5 Homs VA070-2018

DEADLINE FOR APPLICATIONS

From 06 August 2018 till 20 August 2018

CONTRACT DURATION

Type: Service Contract.

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)

1. Perform specialized and/or standardised processes and activities within the specific technical area of work supporting alignment with wider programme policies and guidelines.
2. Provide project management and/or general office support following established targets and WFP's policies and procedures.
3. Within the specific area of responsibility, compile data and support analysis and preparation of reports (e.g. food assistance needs, resource utilization, programme status, performance) in order to support operational decision-making.
4. Perform accurate, timely recording of data within the specific technical area of work (e.g. food security and vulnerability assessments) following corporate standards and guidelines.
5. Work and exchange information with internal counterparts to support effective collaboration, implementation and monitoring of ongoing project activities.
6. Support communication and activities with local partners, agencies, NGOs and government institutions.
7. Act as a point of contact for resolution of general operational queries requesting assistance where necessary.
8. Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy needed resources to affected areas at the onset of the crisis.

STANDARD MINIMUM QUALIFICATIONS

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

Experience: At least four years of progressively responsible support or secretarial work experience including at least two years in the field of reporting, communication, media or other related field.

Language: Fluency in both oral and written communication 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.

HOW TO APPLY

WFP Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=86781&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=86781&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.