

# Job Title: Programme Associate (Cash-Based Transfer) Damascus SC6 VA032-2018

## DEADLINE FOR APPLICATIONS

From 27 March 2018 TO 10 April 2018

## CONTRACT TYPE & 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.

## STANDARD MINIMUM QUALIFICATIONS

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

**Experience:** At least five years of progressively responsible experience in development projects or emergency assistance in the related field in addition to proven experience in money transfer operations and commercial transactions.

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

## 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. Coordinate with SCOPE Focal Points at the Field Office level on planning and implementation of project activities in SCOPE and registration of the beneficiaries in SCOPE. This will include targeting in SCOPE, once configured in the system.
2. Track distribution activities in SCOPE and bring any issues arising to the supervisor.
3. Assist head of the unit in the provision of SCOPE equipment to the SOs and keep track of the equipment.
4. Gather SCOPE related issues from the SOs and maintain issues databases at the CO level and follow up with SCOPE ICT team. Flag long-outstanding/ complicated issues to the attention of the supervisor.
5. Assist supervisor in planning the distribution management in the SCOPE.
6. Liaise with the SOs on monthly basis on new enrolments and ensure printing of SCOPE cards for the beneficiaries in coordination with IT and Finance units.
7. Manage reports area of the SCOPE and generate reports for other units including the SOs and M&E.
8. Provide general office support including facilitating the implementation of CBT programme.
9. Draft translation and formatting of operational documentation, reports and FLAs.
10. Participate in the accurate and timely recording/ compilation of data about programme status and performance.
11. Perform WINGS entries related to CBT and in-kind projects.
12. Perform other related duties as required.

## 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

### Internal Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=79163&company=C0000168410P&username=>

### External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=79163&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.*