

Job Title: Programme Assistant (Nutrition and School Meals) SC5 Damascus VA0133-2017

Re-advertisement of VA070-2017

DEADLINE FOR APPLICATIONS

From 07 November 2017 till 21 November 2017

Contract Type & Duration

Type of contract: Service Contract SC5

Duration of contract : Six months

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 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)

- Coordinate with Cooperating partners /Government counter parts for implementation of nutrition and school feeding program activities.
- Assist in organizing and conducting trainings in Nutrition and School feeding for Cooperating Partners and Governmental Counterparts.
- Assist in preparation of governorate-wise, partner-wise, monthly and quarterly allocation plans, projections for food commodities and non-food items.
- Support Commodity Management and Tracking in coordination with logistics and partners to ensure timely food dispatches to EDPs/FDPs & schools.
- Assist with timely submission of reconciled, monthly distribution reports (along with invoices where necessary).
- Assist in updating and maintenance of Programme data on monthly bases for various reports. (Reports may be needed on weekly or need basis)
- Coordinate with M&E for monitoring updates and feedback.
- Undertake monitoring visits and follow up of issues in field and coordinate with HOSO + CO to support resolution.
- Assist in conducting coordination meetings, Programme review meetings.
- Provide support in development of IEC material and reporting formats, briefs and presentations.
- Provide support in organizing Programme planning missions, meetings and briefing sessions
- Perform other related duties or assignments as required and delegated by the supervisor.

STANDARD MINIMUM QUALIFICATIONS

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

Experience:

- Has facilitated communication with technical teams (i.e. nutrition, VAM, etc.)
- Has contributed to implementation of programmes.
- Has observed or assisted with policy discussions
- Three years of experience preferably in a field or operations context. Experience in humanitarian sector including education or health relevant to programme implementation or policy would be an advantage.

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=70321&company=C0000168410P&username=>

External Candidates:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=70321&company=C0000168410P&username=>