

# Job Title: Programme Assistant (NGO partnership) SC5 Damascus VA059/2018

## DEADLINE FOR APPLICATIONS

From 24 June 2018 to 08 July 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.

## KEY ACCOUNTABILITIES (not all-inclusive)

- Prepare Field Level Agreements (FLAs), amendments, Note for the Records (NFRs) and related documents as required.
- Enter Field Level Agreements (FLA) information in WINGS/ CO Monitoring & Evaluation Tool (COMET) as required.
- Undertake quarterly/annual reconciliation of Cooperation Partner (CP) payments and provide technical feedback to the Field Offices / Cooperation Partner (FOs/CPs.)
- Oversight at the Country Office level to review Cooperation Partners (CPs) invoices ensuring the correct exchange rate is used, and follow up on any commodity losses reported in the distribution report.
- Create Service Entry Sheet (SES) entries in WFP's SAP system when required.
- Maintain the payment tracking sheet, prepare weekly status report, and flag any issues that require action.
- Provide guidance, training, and oversight to Field Offices and Cooperation Partners (CPs) related to payment process.
- Translate documents related to NGO Partnership and payments.
- Undertake operational oversight visits to Cooperation Partners (CPs). Contribute to update the checklist. Prepare visit report including follow up action points, and provide feedback to Cooperation Partners (CPs), Field Offices, and Country Office as required.
- Liaise with Field Offices on Field Level Agreement (FLA) and FLA amendment cases and provide support as required.
- Perform any other duties as assigned.

## STANDARD MINIMUM QUALIFICATIONS

**Education:** Completion of secondary school education is required. University courses or degree is desired, preferably in accounting, finance, business management, or economics.

**Experience:** Minimum 4 years of progressively responsible work experience in accounting, book keeping, project management, or humanitarian assistance in the 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

**Internal candidates:**

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=84981&company=C0000168410P&username=>

**External candidate:**

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=84981&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.