

Job Title: Monitoring Assistant SC4 Tartous VA071-2018

POSTING DATES

From 09 August 2018 To 23 August 2018

CONTRACT TYPE & DURATION

Type: Sertvice 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 primarily in WFP Field based Offices, and job holders typically report to Programme Policy Officer or Programme Associate. The reporting lines may change depending on the size of the office.

At this level work is carried out under minimum supervision. Job holders are expected to produce organised and accurate technical work and reports. They may provide guidance on standard practices to other staff and counterparts in their area of work.

JOB PURPOSE

To perform monitoring activities within a specific coverage area and provide reports to support the effective delivery of assistance packages.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed and the quality of the operation is in line with WFP standards.
2. Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, in order to assist in the effective delivery and distribution of food items or non-food items.
3. Collate assistance programme(s) data in accordance with clear direction, in order to support programme reviews and informative decision-making.
4. Liaise with cooperating partners and internal counterparts to gather feedback and comments to support programme reviews and improve services.
5. Receive and collate comments and feedback from cooperating partners, beneficiaries, and beneficiaries, to support identifying programmatic issues with a view to fostering efficient operations.
6. Provide guidance for cooperating partners on WFP operational practices, monitoring tools and methods in order to support them to complete self-monitoring tasks and to contribute to the visibility of WFP in the coverage areas.
7. Prepare field mission reports to document programme implementation.
8. Follow set emergency response processes and procedures for emergency food assistance.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education.

Experience: At least three years of progressively responsible support experience including at least one year in the field of statistics, refugee operations, or another related field.

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

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has experience analysing programme output and outcome data.
- General knowledge of WFP monitoring and evaluation systems and standards.

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=86983&company=C0000168410P&username=>

External candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=86983&company=C0000168410P&username=>