

Job Title: Programme Associate (Nutrition) SC6 Damascus VA0158-2017

POSTING DATES

From 7 January 2018 To 21 January 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.

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. Assist in coordination with Cooperating partners/Government counter parts for implementation of nutrition programme activities under EMOP.
2. Support in preparing nutrition reports and updates for different reporting requirements (Sitrep, Distribution reports, sector 4Ws)
3. Assist in organizing and conducting trainings in Nutrition for Cooperating Partners and Govt Counter parts.
4. Assist in preparation of governorate-wise, partner-wise, monthly and periodical allocation plans. Analyze and prepare projections for food commodities and non-food items to ensure timely call forward and/or local procurement;
5. Commodity Management and Tracking in coordination with logistics and partners, including preparation of commodity release notes (CRNs), to ensure timely food dispatches.
6. Ensure timely submission of reconciled, monthly distribution reports along with invoices.
7. Assist in updating and maintenance of programme data on monthly bases for SPR, sitrep and monthly updates. (Reports may be needed on weekly or need basis)
8. Coordinate with M&E for monitoring updates and feedback.
9. Monitoring of programme activities subject to security /MOFA clearances.

10. Follow up of issues in field and report to section in-charge.
11. Assist in conducting coordination meetings, programme review meetings.
12. Assist in development of IEC material and reporting formats, briefs and presentations.
13. Assist in organizing programme planning missions, meetings and briefing sessions.
14. Assist in assessing programme performance including achievement of planned targets;
15. Prepare status and progress reports by providing information and background material for use in discussions and briefing sessions;
16. Support in developing sensitization materials for various nutrition specific and nutrition sensitive programmes
17. Maintain up to date information on national nutritional surveillance / secondary data available on the nutritional profile of children and other reference material repository;
18. Be the Focal Person in CBT activities for Pregnant and Lactating women.
19. Perform other related duties or assignments as required and delegated by the supervisor.

STANDARD MINIMUM QUALIFICATIONS

Education: Secondary school education; University courses or degree preferably in project management, participatory planning. Learning and action management, emergency/relief, community interaction, nutrition, environment, public health, or education would be an advantage.

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

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Four years of progressively responsible clerical, or program field work in community, or area development, of which at least one year was closely related to food security, nutrition, public health, and education or environment program functions. Having substantial experience of managing emergency response, preparedness and risk reduction programs.
- Training and/or experience utilizing computers, including word processing spreadsheet and other standard WFP software packages and systems. General knowledge of UN system policies, rules, regulation and procedures governing administration.

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=73173&company=C0000168410P&username=>

External Candidates:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=73173&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.