

Job Title: Programme Assistant (Cash-Based Transfer/SCOPE) Tartous SC5 VA039-2018

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

From 24 April 2018 to 9 May 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). 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.

KEY ACCOUNTABILITIES (not all-inclusive)

The incumbent will be responsible for the following functions:

1. Participate in the planning and management of the beneficiary data collection.
2. Support and monitor the beneficiary data collection process, to be carried out by the cooperating partners (CPs), in coordination with the activity focal point.
3. Carry out data cleansing, extraction, analysis and uploading of the beneficiaries in WFP's internal system (SCOPE) in coordination with the activity focal point.
4. Coordinate with the technical team in the Country Office (CO) for trouble shooting.
5. Provide first level technical support and training to partners and retailers.
6. Manage all data related to beneficiaries and distribution at the field office level.
7. Support the preparation of plans (new CPs, new partners and new retailers) in coordination with the activity focal points and the Head of Field Office (HoFO).
8. Extract and provide data to the concerned focal points and Head of Field Office.
9. Follow up on any system related issues with cooperating partners and retailers in coordination with the technical team in the Country Office.
10. Ensure provision of needed equipment's for cooperating partners and retailers in coordination with the IT staff at field office level.
11. Organize printing of the beneficiary's cards at Field Office and Country levels and supervise the delivery to the Sub Offices.
12. In coordinate with technical team, manage the distribution list and enrolment verification.
13. Coordination with the retailers on matters related to contracting, expression of interest, and beneficiary issues.
14. Prepare and send comprehensive reports to Country Office units in coordination with the activity focal points.
15. Perform other related duties as required.

STANDARD MINIMUM QUALIFICATIONS

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

Experience: At least four 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 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

WFP Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=80105&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=80105&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.