

Job Title: Programme Assistant M&E COMET SC5 Damascus VA057-2018

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 13 June 2018 till 27 June 2018

TYPE OF CONTRACT/DURATION

Type of contract : Service Contract SC5

Duration : 6 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.

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)

Tasks/functions:

COMET (Country Office Tool for Managing Effectively): Responsible for administration, implementation, reconciliation and expansion of COMET functionalities, hereunder:

- Decentralisation and expand application of mandatory corporate functionalities in COMET, including Commodity Release Notes, creation of logframe and needs-based project plan.
- Maintain and update Standard Operating Procedures in accordance with Corporate standards, and training of M&E Country-wide Network as part of decentralisation process.
- Technical and administrative support for data-entry staff field and country offices.
- Conduct monthly reconciliation process of tonnage between WFP's Logistics Execution Support System (LESS) and COMET and for Cash-based Transfers between WINGS and COMET in compliance with corporate requirements. Determine the main reasons for discrepancies and take corrective actions.
- Coordinate and prepare all inputs for the Annual Country Report exercise, including coordination with logistics, field offices, regional bureau and Headquarters as required.
- Monitor and record losses incurred after handover to Cooperating Partners.
- Data-entry for centrally managed programmes.
- Ensure that the COMET requirements for Syria CO are communicated to COMET teams in RBC and HQ, while

providing strong evidence of the needs and current gaps.

- Ensure that outputs and indicators are understood by all activity managers and focal points in the field. Aggregate the values from the field when required, while ensure continuous data collection and up to date tracking.

Monitoring Tools: Support the preparation of Monitoring, Review and Evaluation (MRE) Plan, including monitoring tools, to align to the COMET Logframe with particular emphasis on output indicators in consultation with activity managers.

M&E Network and Field Coordination: Capacity building for WFP field monitors in the sub offices and Third party monitoring facilitators in country and in cross border locations. Conduct Field visits to all Field Offices maintaining the direct dialogue with beneficiaries and technical support and enhanced communication with field based M&E staff. Prepare and submit Field visit report including and programmatic recommendations and gender observations.

- Assist the Programme Officer in organizing project missions, meetings and briefing sessions
- Perform other related duties as required

Critical Success Factors

- Excellent communication skills
- Fluent written and oral communication in Arabic and English required
- Ability to maintain accurate and precise records, well organized
- Able to interpret and analyse a variety of data and resolve discrepancies
- The person shall be gender competent as we are aiming to have the person working on the monitoring and evaluation plan that is gender-responsive.
- Ability to deal patiently and tactfully with people of different national, cultural and religious backgrounds
- Strong computer skills particularly in Excel and PowerPoint; Access and SPSS statistical software experience is beneficial

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Programme Lifecycle & Food Assistance	Can facilitate implementation of food assistance programmes under guidance using basic understanding of principles and good practices of programme design, implementation and monitoring.
Transfer Modalities (Food, Cash, Vouchers)	Demonstrates ability to facilitate, under guidance, food assistance programme implementation that deploys full range of transfer modalities with an understanding of basic principles guiding modality selection and implementation.
Knowledge of Specialized Areas	Understands basic technical concepts and data and their relevance to food assistance programmes.
Emergency Programming	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
Strategic Policy Engagement w/Govt	Understands and applies basic principles of engagement with government counterparts at the national or local level.

STANDARD MINIMUM QUALIFICATIONS

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

Language: Fluency (level C) in English and Arabic languages.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- At least four years of progressively responsible support experience including at least one year in the field of statistics, programme, logistics, admin from emergency and recovery operations, or another related field.
- Has contributed to implementation of programmes.

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 candidate

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=84423&company=C0000168410P&username=>

External candidate

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=84423&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.