

# Job Title: National Programme Policy Officer (Cash-Based Transfers) FT NOB Damascus VA044/2017

## POSTING DATE

From 24 May 2017 To 7 June 2017

## CONTRACT TYPE & DURATION

Type: Fixed term.

Duration: One year.

## 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.

## STANDARD MINIMUM QUALIFICATIONS

**Education:** Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences other field relevant to international development assistance.

OR

First University Degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences other field relevant to international development assistance with additional years of related work experience and/or trainings/courses

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

## ORGANIZATIONAL CONTEXT

These jobs are found in Headquarters (HQ), Regional Bureaux (RBs) or Country Offices (COs) and job holders report to a more senior Programme Policy Officer.

Job holders operate with a high degree of independence, manage more junior staff to ensure that programme and policy objectives are achieved in full. They are usually involved in a wide variety of programme and policy activities and analytical work, some of which may be of a considerable complexity. At this level job holders are expected to contribute to performance improvement.

## JOB PURPOSE

To provide support to policy and programme activities that effectively meet food assistance needs.

## KEY ACCOUNTABILITIES (not all-inclusive)

Within the delegated authority and under the direct supervision of the Team Leader CBT, the incumbent will support implementation and expansion of cash-based transfers in Syria.

## Core Responsibilities and Functions

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- Support implementation and expansion of the existing cash-based transfer (CBT) modality, by improving efficiency and effectiveness of the existing modality and identifying new areas for expansion;
- Provide technical support and guidance to WFP Field Offices, Cooperating Partners (CPs) and retailers on CBT implementation and documentation, through remote support and regular field visits;
- Follow data gathering and monitoring systems ensuring that rigorous quality standards are maintained;
- Research and analyse policy and operational issues to support senior colleagues in the development of policies, programmes and activities;
- Review and update operational guidance manuals to reflect country operating context while ensuring compliance with corporate policies and directives;
- Provide technical input to the development and maintenance of a beneficiary management database relating to CBT in close coordination with relevant teams (IT, Finance, M&E, Emergency Response, Nutrition, School Feeding, Livelihoods and Resilience);
- Support effective collaboration with relevant units (IT, Finance, Logistics, VAM and Field Offices) and proper workflow to support timely CBT implementation, including timely printing and dissemination of CBTs, reconciliations and payments to retailers, as well as assessments to support expansion efforts;
- Support the transition to an e-solution for CBT implementation;
- Provide guidance to support staff, acting as a point of referral and assisting them with analysis and queries;
- Contribute to documenting lessons learnt and best practices in CBT implementation in Syria; and
- Perform other related duties as required.

### **EXPECTED RESULTS**

- Increased coverage of CBT across various programme categories (Nutrition, School Feeding, Livelihoods and Resilience, and Emergency Response)
- Increased field visits to support expansion efforts and address technical issues
- Enhanced beneficiary management database that meet corporate requirements
- Increased knowledge management through improved use of shared drive

### **FUNCTIONAL CAPABILITIES**

<b>Capability Name</b>	<b>Description of the behaviour expected for the proficiency level</b>
<b>Programme Lifecycle &amp; Food Assistance</b>	Displays ability to identify the main hunger problem at the national or subnational level to design and implement context-specific programmes that integrate complex analysis and the full range of food assistance tools.
<b>Transfer Modalities (Food, Cash, Voucher)</b>	Demonstrates ability to analyse and consolidate quantitative and qualitative information from different sources (e.g., market studies) to inform transfer modality selection and programme development.
<b>Broad Knowledge of Specialized areas (i.e. Nutrition, VAM, etc.)</b>	Demonstrates the ability to interpret basic data in the context of WFP specialised fields to contribute to technical programme design, implementation and monitoring.
<b>Emergency Programming</b>	Displays ability to translate understanding of programme principles in emergencies and protracted conflict situations into relevant, effective, and context specific approaches.
<b>Strategic Policy Engagement w/ Government</b>	Develops thorough recommendations using multiple inputs (e.g., government counsel, research, own experience) to strengthen national or subnational entities and government owned food and nutrition security programmes.

### **DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE**

- **Minimum 3 years of progressively responsible professional post graduate (i.e. after obtaining the first University degree) work experience in implementing technical programs (i.e. nutrition, education, livelihood, etc.), and providing input into designing operations, policy discussions and decisions**
- Has gained experience in implementing technical programs (i.e. CBT, etc.).

- Has implemented programmes and provided input into designing operations.
- Has provided input into policy discussions and decisions.

## TERMS AND CONDITIONS

- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.
- Only Syrian and Syrian Palestinian nationals can apply for this post.
- *Female candidates are strongly encouraged to apply.*

## HOW TO APPLY

### WFP Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=54904&company=C0000168410P&username=>

### External Candidates

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=54904&company=C0000168410P&username=>