

Job Title: Programme Assistant (NGO Partnership) SC5-Damascus VA0144/2017

POSTING DATES

From 22 November 2017 To 6 Decemeber 2017

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.

KEY ACCOUNTABILITIES (not all-inclusive)

The Programme Assistant (NGO Partnership) will work under direct supervision of the head of NGO Partnership section, and overall supervision of the Head of Programme in the Country Office (CO). The incumbent will perform the following duties:

- Provide guidance, training, and oversight to FOs and CPs related to payment process as well as FLA process.
- Liaise closely with CO Finance and Field Offices on issues related to CP payments.
- Process payment claims of CPs. Ensure the correct exchange rate is used, and follow up on any commodity losses reported in the distribution report.
- Track of payments made to the CPs. Maintain the payment tracking sheet, prepare weekly status report, and flag any issues that require action.
- Undertake quarterly and annual reconciliation of CP payments and/or provide technical support to the FOs/CPs.
- Prepare FLA related documents.
- Translate documents related to NGO Partnership.
- Enter FLA information in WINGS/COMET.
- Serve as Cooperating Partner Committee Secretariat.
- Undertake due diligence research.
- Undertake operational oversight visits to CPs. Prepare visit report including follow up action points, and provide feedback to CPs, FOs, and CO as required.
- Perform any other duties as assigned.

Results Expected: Timely and accurate payments and contracts issuance; well organized, complete and accurate reports; timely and accurate data entries in SAP. Tasks performed independently with only general guidance.

Critical Success Factors: Commitment to meet deadlines; attention to details; sound judgment; ability to extract, interpret, analyse and format data and to resolve operational problems; ability to work with minimum of supervision; ability to train and support staff; ability to work effectively with people of different cultural backgrounds; demonstrated ability to develop and maintain effective work relationships with NGOs, staff within the office, government

entities, donors, other UN agencies, and the local population.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education is required. University courses or degree is desired, preferably in accounting, finance, business management, or economics.

Experience: Minimum 4 years of progressively responsible work experience in accounting, book keeping, project management, or humanitarian assistance.

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

TERMS AND CONDITIONS

- 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=71062&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=71062&company=C0000168410P&username=>