

Job Title: Programme Assistant (Livelihood & VAM) FT G5-Lattakia VA088/2017

POSTING DATES

From 18 July 2017 TO 1 August 2017

CONTRACT TYPE & DURATION

Type: Fixed Term contract.

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.

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)

- Conduct vulnerability and food needs assessments according to guidelines provided by the Country Office;
- Gather relevant food security information from key sources in difficult to reach areas through innovative means and according to guidelines provided by the Country Office;
- Verify data reliability and support data entry of food security assessments and market prices;
- Coordinate regular collection of market prices according to specifications provided by the Country Office;
- Prepare regular food security updates on areas of operation under the Field Office;
- Support the development of livelihoods and resilience programming in the area of operation;
- Liaise with the concerned authorities, partners and other stakeholders on livelihoods and resilience building projects;
- Undertake project identification, development, monitoring and technical supervision of livelihoods projects;
- Assess the training needs of relevant partner staff and support the design and implementation of appropriate capacity development training;
- Prepare regular implementation progress reports on livelihoods projects;
- Contribute to documenting lessons learnt and best practices in livelihood and resilience building programming in area of operation.

STANDARD MINIMUM QUALIFICATIONS

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

Experience: Four years of progressively responsible programme or operations field work in community, or area development, of which at least one year was closely related to food security, local development, early recovery, livelihood or environment programme functions

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

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has facilitated communication with technical teams (i.e. nutrition, VAM, etc.).
- Has contributed to implementation of programmes.
- Has observed or assisted with policy discussions.

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=59723&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=59723&company=C0000168410P&username=>