



VACANCY ANNOUNCEMENT N° 040-HR/2015 (INTERNAL/EXTERNAL)

(Female candidates are encouraged to apply)

The World Food Programme (WFP) is looking for a qualified and dynamic Liberian to fill the following position in the following post.

Job Title : Monitoring Assistant

Grade: : G-4

Duty station : Gbarnga

No. Of Posts : Two (2)

Closing date : **29 November 2015**

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Supervision: Under the general supervision of the Head of Programme. The Monitoring Assistant reports to the Head of the Sub Office or its designate.

Accountabilities: Within delegated authority, the Monitoring Assistant will be responsible for the following duties:

- Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed and the quality of the operation is in line with WFP standards.
- Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, in order to assist in the effective delivery and distribution of food items or non-food items.
- Collate assistance programme(s) data in accordance with clear direction, in order to support programme reviews and informative decision-making.
- Liaise with cooperating partners and internal counterparts to gather feedback and comments to support programme reviews and improve services.
- Receive and collate comments and feedback from cooperating partners, beneficiaries, and beneficiaries, to support identifying programmatic issues with a view to fostering efficient operations.
- Provide guidance for cooperating partners on WFP operational practices, monitoring tools and methods in order to support them to complete self-monitoring tasks and to contribute to the visibility of WFP in the coverage areas.
- Prepare field mission reports to document programme implementation.
- Follow set emergency response processes and procedures for emergency food assistance.
- Perform other related duties as required.



Critical Success Factors:

Ability to spell and write correctly in English; ability to maintain accurate and precise records and to interpret and analyse a variety of data and resolve discrepancies. Courtesy, tact and the ability to work effectively with people of different national and cultural backgrounds.

Minimum Qualifications:

Education: Secondary school education, University degree preferred including or supplemented by courses related to the area of work.

Experience: At least three years of progressively responsible clerical work experience in general administrative work including at least one year in the field of finance, accounting, budget, audit, or other related field.

Knowledge: Experience utilizing computers, including word processing, spreadsheets and other WFP standard software packages and systems. General knowledge UN system financial policies, rules, regulations and procedures.

Desirable Skills: Proficiency in a second official WFP language; training and/or experience using other WFP software; knowledge of WFP financial regulations and rules, and WFP policies and procedures in the area of work..

Expected Results:

Organised and precise records and well analysed data with minimal supervision.

Language:

Fluency in both oral and written English

Applicants should submit a detailed CV and covering letter in a sealed envelope. Please indicate title of post on the envelope and also within the application.

**Please address your application to:
The Representative and Country Director
(Attention Human Resources Focal Point)
United Nations World Food Programme
Sekou Toure Avenue,
Mamba Point, Monrovia**

Applicants will be contacted only if they are under serious consideration.