



VACANCY ANNOUNCEMENT N° 039-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 : Programme Assistant

Grade: : G-5

Duty station : Zwedru

No. Of Posts : One (1)

Closing date : **29 November 2015**

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Supervision: Under the general supervision of the Deputy Country Director, the Programme Associate for School Feeding reports to the Programme Officer or its designate.

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

- Perform specialized and/or standardised processes and activities within the specific technical area of work supporting alignment with wider programme policies and guidelines.
- Provide project management and/or general office support following established targets and WFP's policies and procedures.
- Within the specific area of responsibility, compile data and support analysis and preparation of reports (e.g. food assistance needs, resource utilization, programme status, performance) in order to support operational decision-making.
- Perform accurate, timely recording of data within the specific technical area of work (e.g. food security and vulnerability assessments) following corporate standards and guidelines.
- Work and exchange information with internal counterparts to support effective collaboration, implementation and monitoring of ongoing project activities.
- Support communication and activities with local partners, agencies, NGOs and government institutions.
- Act as a point of contact for resolution of general operational queries requesting assistance where necessary.
- Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy needed resources to affected areas at the onset of the crisis.
- Suggests potential improvements to team's work processes to supervisor.
- Explains the impact of WFP activities in beneficiary communities.



- wfp.org Explores ways to consistently be more efficient and accurate in own areas of work and shares new methods of work with colleagues.
- Perform other related duties as required.

RESULTS EXPECTED

Organised and precise records and well analysed data with minimal supervision; Processing of work and related follow up done under general supervision. Use of own discretion to address unforeseen situations seeking advice from and/or reporting to supervisor as applicable.

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; 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. Ability to work accurately and systematically; to identify and resolve data discrepancies and operational problems. Ability to perform detailed work and to handle a large volume of work quickly and accurately under time constraints. 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.

Knowledge: Training and/or experience utilizing computers including word processing, spreadsheet and other software packages.

Language: Fluency in both oral and written communication in 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.