



VACANCY ANNOUNCEMENT N° 038-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 Associate

Grade: : G-6

Duty station : Saclepea

No. Of Posts : One (1)

Closing date : **29 November 2015**

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Supervision: Under the general supervision of the Head of Programme, the Programme Associate reports to the Programme Officer or its designate.

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

- Provide technical support and assist in the development and implementation of various activities and processes within the specific area of work supporting alignment with wider programme policies and guidelines.
- Provide specialized project management support to specific and/or defined programmes to ensure that the various activities are performed within the established targets following WFP's policies and procedures.
- Within the specific area of responsibility, prepare a range of reports and data analysis (e.g. food assistance needs, resource utilization, programme status, performance) and highlight trends/issues ensuring deliverables adhere to corporate standards and quality control.
- Ensure and/or perform accurate, timely recording of data within the specific technical area of work (e.g. assistance programmes, food security and vulnerability assessments) and consistency of information presented to stakeholders.
- Liaise with internal counterparts to support effective collaboration, implementation and monitoring of ongoing project activities.
- Coordinate and communicate with local partners, agencies, NGOs and government institutions to perform accurate food security analyses and to ensure efficient delivery of food assistance.
- Support the capacity building of WFP staff, cooperating partners and national government within the specific technical area.
- Act as a point of contact for resolution of a range of operational queries and problems within a specific technical area of responsibility.



- **wfp.org** Oversee and/or review the work of other support staff, providing practical advice and guidance, to contribute to delivering objectives to agreed standards and deadlines.
- 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.
- Implements new methods or tools to improve team's work processes and productivity.
- Maps team's activities and tasks to specific successes in beneficiary communities to showcase positive impact.
- Identifies skill development opportunities such as training modules or on-the-job experiences for self, colleagues and direct reports.
- Identifies opportunities to be creative in own work and to help team be more innovative and accurate in their respective tasks and areas of work.
- Provides accurate guidance to team on expected responsibilities and task, whilst also upholding own commitment to the team.
- Perform other related duties as required.

Results Expected:

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. 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 the UN language in use at the duty station and in the duty station's language, if different

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.