

Job Title: Programme Assistant G5

Header

This vacancy is open to Iranian nationals only

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)

1. Perform specialized and/or standardised processes and activities within the specific technical area of work supporting alignment with wider programme policies and guidelines.
2. Provide project management and/or general office support following established targets and WFP's policies and procedures.
3. 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.
4. 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.
5. Work and exchange information with internal counterparts to support effective collaboration, implementation and monitoring of ongoing project activities.
6. Support communication and activities with local partners, agencies, NGOs and government institutions.
7. Act as a point of contact for resolution of general operational queries requesting assistance where necessary.
8. 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.

OTHER SPECIFIC JOB REQUIREMENTS

- Undertake regular visits to various settlements around the country to physically monitoring the projects
- Assist in administrative tasks and other relevant duties as required
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4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Helps teammates articulate WFP's Strategic Objectives.
- Be a force for positive change: Suggests potential improvements to team's work processes to supervisor.
- Make the mission inspiring to our team: Explains the impact of WFP activities in beneficiary communities to teammates.
- Make our mission visible in everyday actions: Articulates how own unit's responsibilities will serve WFP's mission.

People

- Look for ways to strengthen people's skills: Trains junior teammates on new skills and capabilities.
- Create an inclusive culture: Seeks opportunities to work with people from different backgrounds.
- Be a coach & provide constructive feedback: Serves as a peer coach for colleagues in same area of work.
- Create an "I will"/"We will" spirit: Tracks progress toward goals and shares this information on a regular basis with supervisor.

Performance

- Encourage innovation & creative solutions: Explores ways to consistently be more efficient and accurate in own areas of work and shares new methods of work with colleagues.
- Focus on getting results: Focuses on getting results and tracks trends in completion rates for own tasks to identify opportunities for efficiency.
- Make commitments and make good on commitments: Takes responsibility for own tasks and notifies supervisor as soon as possible of potential delays in meeting deadlines or commitments.
- Be Decisive: Independently decides what action to take when faced with critical choices in the workplace or in dangerous situations in the field.

Partnership

- Connect and share across WFP units: Suggests opportunities for partnering with other units to supervisor.
- Build strong external partnerships: Identifies opportunities to work with colleagues and partners in the field towards common goals.
- Be politically agile & adaptable: Develops an understanding of the value of WFP's teams and external partners in fulfilling team's goals and objectives.
- Be clear about the value WFP brings to partnerships: Aligns own activities with supervisor's priorities to fulfill internal and external partner needs.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Programme Lifecycle & Food Assistance	Can facilitate implementation of food assistance programmes under guidance using basic understanding of principles and good practices of programme design, implementation and monitoring.
Transfer Modalities (Food, Cash, Vouchers)	Demonstrates ability to facilitate, under guidance, food assistance programme implementation that deploys full range of transfer modalities with an understanding of basic principles guiding modality selection and implementation.
Knowledge of Specialized Areas	Understands basic technical concepts and data and their relevance to food assistance programmes.
Emergency Programming	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
Strategic Policy Engagement w/Govt	Understands and applies basic principles of engagement with government counterparts at the national or local level.

STANDARD MINIMUM QUALIFICATIONS

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

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.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has facilitated communication with technical teams.
- Has contributed to implementation of programmes.
- Has observed or assisted with policy discussions.
- Minimum 5 years of working experience in programme field.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages.

TERMS AND CONDITIONS

- WFP is an equal opportunity employer.
- Qualified female candidates are encouraged to apply.
- Please note that WFP does not charge a fee at any stage of the recruitment process.
- Only qualified candidates will be contacted.
- ONLY Iranian Nationals can apply.

DEADLINE FOR APPLICATIONS

Deadline for application is 27 November 2017.