



United Nations World Food Programme Sri Lanka

VACANCY ANNOUNCEMENT

VA Number: 2008- 002

Deadline for application: 31 January 2008

The World Food Programme (WFP), the food aid organization of the United Nations is seeking applications from Sri Lankan national candidates preferably from the Eastern Province to fill the following positions.

Post Title: Field Monitor Assistant

Number of posts: 1

Salary Band - SC 4

Contract Type: Service Contract

Duty Station: WFP Sub- Office, Trincomalee

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

Coordinate and monitor the implementation of the assistance programme at the local level, in close collaboration with the implementing partners;

Monitor and review the overall commodity movements such as food deliveries, storage, transport and distribution at the site and verify if the amounts received have been properly recorded, damaged or suspected to be damaged;

supervise the efficient distribution of food items at the site and ensure proper distribution of entitlements and verify appropriate entitlements are distributed and provide feedback to Field Officers and others on the distribution;

Assist in the conduct of regular meetings of refugee leaders and implementing partners on the commodity pipeline, distribution arrangements, food entitlements and other relevant issues;

Assist in the implementation of the plan of action, review achievement and constraints and provide feedback accordingly;

Assist the WFP Officer and implementing partners in encouraging women's access to economic skills development and sensitizing public opinion on gender issues and gender focused activities;

Report periodically to the WFP Officer on relevant events regarding food management, distribution and other related issues;

identify any apparent issues in the programme and report them to the appropriate personnel;

Supervise and train other personnel as appropriate;

Perform other related duties as required.

Results Expected:

Organized and precise records; well analyzed data with minimum supervision.

In addition, 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:

Strong interpersonal skills; courtesy, tact and ability to work effectively with people of different national and cultural background. Ability to interpret and analyze a wide variety of programme issues and statistical information, and to maintain accurate and precise records. Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.

In addition, ability to work systematically, use initiative, good judgment, and to communicate complex matters both orally and in writing; proven ability to work in a team environment and achieve common goals.

Qualifications:

Education:

Secondary school education, supplemented with experience or additional education in education, social services, nutrition, agriculture or other related field.

Experience:

At least three years of progressively responsible support experience including at least one year in the field of statistics, refugee operations, or another related field.

Knowledge:

Experience utilizing computers including word processing, spreadsheet and other software packages.

Language:

Very good knowledge of English, and Local Languages.

Desirable Skills:

Training and/or experience using WFP's Information Systems and other WFP software; knowledge of WFP regulations, rules and WFP policies and procedures in the area of work.

Applications along with a detailed CV should be addressed to **Human Resources Officer**, UN World Food Programme, 6 ,Joseph Lane, Colombo 4 or by email: "**srilanka.application@wfp.org**".

The deadline for submission of application is **Thursday 31 January, 2008**

Preference will be given to candidates who have work experience with other UN agencies and INGO/NGO's operating in the Eastern Province.

Women candidates are encouraged to apply. Equally qualified female candidates will be given preference.

Only short-listed candidates with requisite qualifications will be contacted.

WFP is the world's largest humanitarian agency: each year, WFP gives food to an average of 90 million people to meet their nutritional needs, including 58 million hungry children, in at least 80 of the world's poorest countries. WFP has been providing food assistance to the Government of Sri Lanka since 1968.

WFP - We Feed People