



ອົງການອາຫານໂລກ

## The United Nations World Food Programme

The UN World Food Programme is the largest humanitarian aid agency in the world. In Laos, WFP is committed to helping to reduce the vulnerability of the population and reduce food insecurity of poor families throughout the country. All WFP staff contributes as a team to this mission.

### Vacancy Announcement: International Consultant for Head of Emergency Preparedness and Response Unit

Vacancy Announcement No: WFP LAO 021	Date: 20 October 2011
Title: Head of Emergency Preparedness and Response Unit	Duty Station: Vientiane
Grade: International Consultant	Contract Type: Locally recruited (6 months with potential renewal)
Organization Unit: Emergency Preparedness and Response Unit	Deadline for application: 03 November 2011
<p>The Head of the Emergency Preparedness and Response Unit will be stationed in the Vientiane Country Office. He/she will report directly to the Deputy Country Director.</p> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"><li>❖ Lead the design and implementation of WFP responses to emergency situations in Lao PDR, by:<ul style="list-style-type: none"><li>• Coordinating with Government, local and international partners as well as local communities for the effective planning and implementation of projects</li><li>• Coordinating staff based in Vientiane as well as staff in the sub-offices</li></ul></li><li>❖ Lead the design and implementation of WFP's government capacity development efforts on emergency preparedness and response by:<ul style="list-style-type: none"><li>• Contributing to the design and implementation of capacity building plan for emergency preparedness and response</li><li>• Designing and conducting training for emergency preparedness and response, including simulations</li></ul></li><li>❖ Contribute to the Monitoring and Evaluation (M&amp;E) of emergency preparedness and response efforts by:<ul style="list-style-type: none"><li>• Helping to develop and implement an M&amp;E system for projects</li><li>• Assessing project outputs and outcomes from technical, administrative and beneficiary perspectives</li></ul></li><li>❖ Contribute to reporting requirements by:<ul style="list-style-type: none"><li>• Preparing Standard Project Reports and other documents on a regular basis in line with WFP requirements</li></ul></li><li>❖ Serve as co-chair of the Inter-Agency Standing Committee Food and Nutrition Security Cluster by (in close cooperation with FAO):<ul style="list-style-type: none"><li>• Providing direction to the cluster in terms of emergency preparedness and response activities</li></ul></li><li>❖ Contribute to fundraising efforts by:<ul style="list-style-type: none"><li>• Drafting funding proposals, making presentations, and facilitating donor visits to the field</li><li>• Ensuring that emergency preparedness and response activities are adequately funded</li></ul></li><li>❖ Perform any other duties as required.</li></ul>	<p><b>Education:</b></p> <p>University degree in one or more of the following disciplines: economics, agriculture, international affairs, business administration, social sciences, development studies or a field relevant to international development assistance.</p> <p><b>Experience and skill:</b></p> <ul style="list-style-type: none"><li>• At least three years of postgraduate professional experience in development or food assistance, with at least two years relating to emergency response and preparedness.</li><li>• Well prepared analytical work; well managed projects, programmes and/or operations. Preparation of documents/operations which bring together country programmes in a manner which reflects strategic regional/country strategies and executive decisions. Effective coordination with other units and Headquarters, which leads to adequate delivery of required resources.</li><li>• Excellent word processing skills and excel skills</li><li>• Fluency in spoken and written English is essential</li><li>• Training skills (desired)</li></ul> <p><b>Application Submission</b></p> <p>Applicants should submit a letter of interest and curriculum vitae in a sealed envelop marked "Confidential" to:</p> <p style="text-align: center;">Ms. Boonmaly Phisayavong Sr. Human Resources Assistant UN World Food Programme Donnokhum Village, Sisattanak District P.O. Box 3150, Vientiane, Lao PDR Or email: <a href="mailto:vacancies.laos@wfp.org">vacancies.laos@wfp.org</a></p> <p>WFP is committed to gender balance in all functions and at all levels. We are committed to increasing the number of female staff in our offices. <b>Female candidates in particular are encouraged to apply.</b></p> <p>Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.</p>