



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 help 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: Field Monitor in Luangnamtha (National staff)

Vacancy Announcement No: WFP LAO 022	Date: 20 October 2011
Title: Field Monitor	Duty Station: Luangnamtha
Grade: SC 5	Contract Type: Service Contract
Organization Unit:	Deadline for application: 03 November 2011
<p>Field Monitor will be stationed in the Sub Office in Luangnamtha. He/she will report directly to the Head of Sub Office.</p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none">• Coordinate and monitor the implementation of programme activities 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 direct supervisors on the distribution.• Assist DO's in preparing monthly work plans and in organizing monthly coordination meetings.• Prepare regular written reports in Lao/ English.• Support the Monitoring & Evaluation unit in collecting and uploading data.• Support the implementation of the MCHN programme through data collection and update, trainings of counterpart and villagers and regular monitoring• Assist Implementing Partners in the village assessment, Food For Work /Cash For Work scheme preparation• Monitor the scheme implemented by Implement Partners• Perform other related duties as required <p><u>Education:</u></p> <ul style="list-style-type: none">• A degree in education, community development, agriculture or any other related field.	<p><u>Experience and skill:</u></p> <ul style="list-style-type: none">• At least four years of experience in conducting field monitoring activities and assisting in providing training in the area of international development.• Good interpersonal skills and proficiency in interacting with government partners at all levels, international organizations and villagers.• Excellent word processing skills and excel skills.• Knowledge of database and data analysis is an asset.• Experience working in difficult locations with people of different backgrounds.• Ability to speak ethnic group language(s) is an asset.• Knowledge of the area of activity is an asset. <p><u>Application Submission</u> Applicants should submit a letter of interest and curriculum vitae in a sealed envelop marked "Confidential" to:</p> <p>Ms. Boonmaly Phisayavong Sr. Human Resources Assistant UN World Food Programme Donnokhum Village, Sisattanak District P.O. Box 3150, Vientiane, Lao PDR Or email: vacancies.laos@wfp.org</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. <i>Female candidates in particular are encouraged to apply.</i></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>