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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: National Field Monitor (SC4)

Vacancy Announcement No: WFP LAO 004	Date: 24 February 2011
Title: Field Monitor	Duty Station: Luangnamtha Province
Grade: SC4	Contract Type: Service Contract (one year with renewal)
Organization Unit: Nutrition Project	Deadline for application: 9 March 2011
<p>A Field Monitor will be stationed in the Luangnamtha Sub Office under direct supervision of Head of Sub office.</p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none">• 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 direct supervisors on the distribution.• Support Village Volunteer, District Officers (DO's) and Provincial Health Department to implement the MCHN project.• Assist DO's in preparing monthly work plans and in organizing monthly coordination meetings.• Prepare regular written reports in Lao/ English if possible.• Collect data and update on accurate information about Children 6-23 age of month, pregnant and Lactating women enrolment and outcome indicators.• Support the Monitoring & Evaluation unit in collecting and uploading data.• Assist in training at Provincial, District and village levels.• Encourage participation in project activities by pregnant and lactating women, mothers and caretakers of children at village levels, hospital and health center.• Supervise and train other personnel as appropriate.• Perform other related duties as required. <p><u>Education:</u></p> <ul style="list-style-type: none">• A degree in education, health, community development or any other related field.	<p><u>Experience:</u></p> <ul style="list-style-type: none">• 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></p> <p>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 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>