



ອົງການອາຫານໂລກ
The United Nations World Food Programme

The World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. In Laos, WFP is committed to reduce undernutrition and food insecurity throughout the country. All WFP staff contributes as a team to this mission.

Vacancy Announcement: National Head of Sub Office in Oudomxay

Vacancy Announcement No: WFP LAO 012	Date: 30 May 2011
Title: Head of Sub Office	Duty Station: Oudomxay Province
Grade: GS 7	Contract Type: Fixed term contract
Organization Unit:	Deadline for application: 10 June 2011
<p>A Head of Sub Office will be stationed in the Oudomxay Sub Office. He/she will report directly to Regional Coordinator and overall supervision from a Deputy Country Director and will perform the duties below:</p> <p>Represent WFP in the province</p> <ul style="list-style-type: none">• Represent WFP in the province and maintain close communication/ collaboration with the provincial government.• Have an overview of the development plans and socio-economic changes in the province as well as knowledge of other development partners operating in the area.• Facilitate high level visits by donors and senior WFP management to the province. <p>Programming and Operations</p> <ul style="list-style-type: none">• Ensure programmes are implemented to achieve expected outcomes• Supervise assessments, food distributions and monitoring activities <p>Staff/Office Management</p> <ul style="list-style-type: none">• Supervise all program, administration and logistics staff and drivers.• Approve staff leave in accordance with need of office and staff.• Compile monthly travel plan for WFP staff and government counterpart staff and send to concerned units on the 1st of each month.• Look for efficiency gains and synergies between the projects• Organize regular office coordination meetings to ensure good communication and information sharing. <p>Administration, Finance, Logistics and Procurement</p> <ul style="list-style-type: none">• Initial Travel arrangement all Sub Office staff before sending for approval.• Review vehicle log book.• Manage petty cash account and operational cash advance for sub-office.• Oversee WFP's relationship with government counterparts at field level including their work plans and travel plans to maximize accountability and transparency of resources.• Oversee management of warehouses.• Consolidate all non-food item requests in one Purchase Request form each week and send to the Procurement Unit in the Country Office.• Work closely with the project heads, the project planning focal point and the logistics unit to prepare food call forwards for the province.	<p>Reporting</p> <ul style="list-style-type: none">• Compile a weekly situation report and send to Public Information Officer.• Compile other periodic reports and send to project heads and Deputy Country Director.• Compile Monitoring and Evaluation (M&E) forms to send to the CO and supervise accurate data entry to the M&E database.• Perform other duties as required. <p>Education:</p> <ul style="list-style-type: none">• A university degree and supplemented courses in human resources, public administration, transport, development economics or other related field are preferred. <p>Experience and skill:</p> <ul style="list-style-type: none">• At least six years of progressively responsible experience of which at least one year closely related to operations, food aid distribution or other related field. Fluency in both oral and written communication in English and Lao.• 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>Application Submission</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>Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.</p>