



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 Senior Programme Assistant (SC 6)

Vacancy Announcement No: WFP LAO 017	Date: 29 June 2011
Title: Senior Programme Assistant	Duty Station: Attapeu Sub Office
Grade: SC 6	Contract Type: Service Contract (1 year renewal)
Organization Unit:	Deadline for application: 11 July 2011
<p>A Senior Programme Assistant will be stationed in the Attapeu 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 guide the implementation of WFP's Country Strategy in Attapeu Province. Including coordinating the education, nutrition and livelihood activities under the Country Programme, under the supervision of the Head of Sub Office.• Maintain and develop the partnership with the Provincial and District Education Bureaus to prepare key government staff for their leading role in the School Meals Programme.• Assess the capacity needs of counterparts and staff and make recommendations for appropriate skill sharing or trainings to meet gaps. This includes active involvement a government capacity building strategy.• Assess Country Programme activity performance and achievement of planned targets• Monitor and update and track key activity data related to project issues, advise relevant divisions accordingly and ensure accuracy of data related to the above.• Analyze and prepare projections for food commodities and non-food items to ensure timely call forward and/or procurement.• Maintain records on programme activities by extracting relevant information from reports, records and other documentation; make information available for briefing, profiles and other purposes; ensure project cycle deadlines are met.• Provide guidance, on the job training and assistance to support staff in each activity area.• Perform other duties as required.	<p><u>Education:</u></p> <p>A degree in education, community development, agriculture or any other related field.</p> <p><u>Experience:</u></p> <ul style="list-style-type: none">• At least 5 years 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 of working in difficult locations• Ability to speak ethnic group language(s) 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>