



ອົງການອາຫານໂລກ

The United Nations World Food Programme Internal advertisement

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. We are seeking to employ a Senior Programme Assistant based in Attapeu sub office.

Sr. Programme Assistant- SC 6

A Senior Programme Assistant will be stationed in the Attapeu Sub Office.

Duties and Responsibilities:

- 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.
- Ensure efficient movement of food commodities to distribution points and fair distribution to beneficiaries. Report on any discrepancies and work to resolve issues transparently.
- 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.
- Initiate and/or ensure that regular meetings are conducted with implementing partners on the commodity pipeline, distribution arrangements, food entitlements, general implementation progress and other relevant issues.
- Prepare status and progress reports on the projects by providing information and background material for use in discussions with partners and management as required.
- Provide guidance, on the job training and assistance to support staff in each activity area.
- Evaluate, develop and recommend procedures related to project areas. Interpret and assess the impact of changes and make recommendations on follow up actions.
- Assist WFP staff and implementing partners in encouraging women's access to economic skills development and sensitizing public opinion on gender issues and gender focused activities;
- Perform other duties as required.

Education Background:

A degree in education, community development, agriculture or any other related field.

Working Experience:

- 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.

CONTRACTUAL CONDITIONS

One year service contract (with renewal)

APPLICATION SUBMISSION

Please send your application letter and curriculum vitae in a sealed envelop marked "Confidential" to:

Ms. Boonmaly Phisayavong
Sr. Human Resources Assistant
UN World Food Programme
P.O. Box 3150
Vientiane, Lao PDR

Or by email : vacancies.laos@wfp.org

DEADLINE FOR APPLICATIONS

10 June 2011 and the position commence is as soon as possible