



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 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 Senior Programme Assistant (SC6)

Vacancy Announcement No: WFP LAO 006	Date: 25 February 2011
Title: Senior Programme Assistant	Duty Station: Saravan
Grade: SC 6	Contract Type: Service Contract (one year with renewal)
Organization Unit: Programme	Deadline for application: 10 March 2011
<p>A Senior Programme Assistant will be stationed in the Saravan Sub Office under direct supervision of Head of Sub office.</p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none">• Maintain and develop a strong relationship with the Provincial Education Services, District Education Bureau and Provincial and District School Feeding Committees, organize monthly meetings with partners;• Supervise the work of field monitors in the office and in the field;• Coordinate and plan monitoring activities with the District Officers including training needs assessment;• Plan and organize capacity building activities for government counterparts;• Maintain and update a comprehensive and accurate database of the schools and villages related to Programme and Logistics activities in the Provinces;• Regularly analyze the database and train government counterparts on data entry and analysis;• Ensure Monitoring & Evaluation activities (Field Monitoring Checklists and Monthly Distribution Reports) are conducted every month and the M&E database is maintained regularly;• Strengthen the capacity of government counterparts in M&E activities and supervise monitoring activities conducted by the District Officers;• Conduct independent monitoring and school checks to ensure proper project implementation and project objectives;• Plan and coordinate with Logistics Unit, government partners and transportation companies the distribution of food and non food items twice a year;• Ensure compliance with WFP policies, criteria and procedures with respect to food aid;• Plan monthly budgets and review the monthly working sheets of the District Officers;• Other miscellaneous tasks as needed to support programme objectives and activities including verbal and written translation;• Help out in other WFP programmes when required;• Support all sub office staff through effective information sharing and coordination;	<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>