



**United Nations World Food Programme**  
**Dhaka, Bangladesh**  
**Internal Vacancy Announcement**

NO. WFP/04/2009

**Date of issue: 08 January 2009**

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Post Title: **Programme Officer (Head of Enhancing Resilience Unit)**  
Type of Appointment: Fixed Term  
Post Grade: NO-B  
Duty Station: Dhaka  
Section/Unit: Enhancing Resilience Unit, Programme Implementation Section

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Under the direct supervision of the Head of Programme Implementation Section (PIS) and overall guidance of the WFP Country/Deputy Country Director the incumbent will be responsible for the following major duties:

- Contribute to the conceptualization of a new vision and strategy for enhancing the resilience of individuals and communities to poverty and food insecurity in Bangladesh through food and cash based relief, recovery and development programmes;
- Contribute in strengthening WFP's relationship with relevant ministries in the Government of Bangladesh, with UN agencies, NGOs and with professional organizations in the area of enhancing resiliencies and disaster risk reduction;
- Plan, guide and oversee the implementation and monitoring of the Enhancing Resilience (ER) component of the WFP Country Programme and support, through the provision of technical assistance, employment generation activities under other WFP projects;
- Review update and revise operational guidelines on the implementation of various activities, including the guidelines on cash supported activities in line with the evolving WFP's policy on cash transfers;
- Follow up with the relevant Government line agencies on issues related to the preparation of projects/schemes and timely disbursement of resources for the implementation of ER activities;
- Work closely with Finance and WFP Sub/Field offices to put together a plan to ensure proper distribution of food/cash with appropriate documentation;
- Review/assess reports of the counterpart agencies, WFP field offices and provide supports accordingly.
- Work with the Programme Support Section on preparation and dissemination of timely analytical and critical reports including proposals for improvements in operation and scope of the programme;
- Provide technical support to the WFP Sub/Field offices to facilitate planning and implementation of and ER activities together with finalization of necessary agreements with the partner NGOs;
- Provide necessary technical backstopping to Government line agencies/partner NGOs and undertake field visits;
- Review monitoring results and facilitate programme adjustment.
- Coordinate review meeting/workshop and facilitate discussion on programme issues and concerns;
- Review performance of the NGOs and provide clearance for the payment of their fees.
- Prepare briefs and accompany mission members;
- Prepare periodic reports on the progress of operational projects and related Government plans;
- Ensure compliance with WFP policies criteria and procedures with regard to food assistance;
- Supervise programme staff; provide on the job training and technical guidance in their work.
- Perform other related duties as required.

**Qualifications and Experiences:**

- Advanced University degree and/or equivalent experience with emphasis in one or more of the following disciplines, e.g. Civil engineering, economics, nutrition, public health, social sciences, development studies, or a field relevant to international development and humanitarian assistance.
- Five years progressively responsible work experience including at least 3 years job related experience in planning, programming and implementing food-security interventions, employment generations, involving the community.
- Fluency in both written and spoken English and Bangla.
- Computer skills in MS Office

**Submission of application:** Only candidates meeting the above requirements are requested to submit their applications quoting this vacancy announcement along with Curriculum Vitae (with contact telephone number and name & addresses of three references) and one copy passport size photograph to: **Human Resources Officer, WFP, UN Offices, IDB Bhaban, Sher-e-Bangla Nagar, Agargaon, Dhaka, Bangladesh or e-mail to: Bangladesh\_Vacancy\_Announcement@wfp.org** by **17 January 2009**. Only short-listed candidates will be contacted.

*WFP is an equal opportunity employer and promotes principles to achieve gender balance among its staff.*