



**United Nations World Food Programme  
Dhaka- Bangladesh**

**Vacancy Announcement**

NO. WFP/002/2009

**Date of issue: 5 February 2009**

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Post Title : Head of Sub-Office  
No. of Post : 1 (one)  
Type of Appointment : Service Contract (SC)  
Post Grade : BL9 (NO-B)  
Duration : 24 months  
Duty Station : Sirajgonj  
Closing Date : **15 February 2009**

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**Major duties and responsibilities:** Under the direct supervision of the Programme Coordinator, the Head, Sub-Office will be responsible for overall coordination of field implementation, administrative and financial management of the project office, and monitoring and reporting of the project activities. The incumbent will specifically perform for the following major duties:

- Act as field level coordinator, representing WFP with local authorities, GoB agencies, NGOs and local communities and ensuring they understand and support the project's objectives and expected outcomes.
- Coordinate and monitor the effective implementation of the project's field-level activities according to the project operation plan.
- Manage sub-office financial, material and human resources, ensuring their effective and efficient use. Guide WFP staff in the performance of their duties and discharging of their responsibilities under the project.
- Coordinate and liaise with resource organizations, institutions and individuals to deliver training and technical support for the WFP, NGO staff and project participants.
- Conduct coaching and provide on-site technical assistance to NGO staff on Life skills, Disaster Risk Reduction components of the project.
- Oversee project activities to ensure compliance with project milestones / targets.
- Ensure that the recommended control mechanisms for cash distributions are in place and that an appropriate control environment is established in the sub-office.
- Oversee project outcomes and make adjustments to project approaches and implementation modalities to maximize these outcomes over the project life.
- Oversee the collection, by WFP and NGO staff, of monitoring data, and the analysis of that data by sub-office staff. Instil in the sub-office staff a culture of analysis, where monitoring information, both qualitative and quantitative, is analysed and used to improve project performance.
- Prepare reports on progress of field implementation of the project in line with reporting guidelines established for the project.
- Contribute to the design of the baseline survey and participate in quarterly progress review, six-monthly performance and annual outcome surveys and ensure follow up on recommended actions / project enhancements.
- Monitor and oversee service delivery by NGO partners at field, provide advice, training and necessary assistance to enhance NGO performance; monitor NGO compliance with the Field-level Agreements and take corrective action in cases of non-compliance; document such cases and report them to the Project Coordinator.

- Participate in local level advocacy actions organised by the NGO partners;
- Perform other related duties as required.

**Education:** Social science or equivalent degree in the relevant field

**Experience:** At least ten years experience of managing rural development projects preferably with UN or any reputed international organization. The staff should have considerable experience of staff management and dealing with project finance and administration.

**Language:** Fluency in both written and oral English and Bangla.

**Other Desirable Skills:** Computer skills, knowledge of MS Office software

**Submission of application:** Only candidates meeting the above requirements are requested to submit their application quoting this vacancy announcement and Post Title along with one copy passport size photograph and Curriculum Vitae (with contact telephone number and name & addresses of three references) 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**. Only short-listed candidates will be contacted.

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