



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

**Vacancy Announcement**

NO. WFP/001/2009

**Date of issue: 5 February 2009**

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Post Title : Planning, Monitoring and Reporting Officer  
No. of Post : 1 (one)  
Type of Appointment : Service Contract (SC)  
Post Grade : BL8 (NO-A)  
Duration : 24 months  
Duty Station : Dhaka  
Closing Date : **15 February 2009**

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**Major duties and responsibilities:** Under the direct supervision of the Programme Coordinator, and technical supervision of Programme Officer (M&E), the Planning, Monitoring and Reporting Officer will be responsible for establishing and running an effective planning and monitoring system, which will oversee, analyse and report on project performance. The incumbent will specifically perform the following major duties:

- Develop a project plan, containing milestones, goals, activities, deliverables, timelines and actions required;
- Request in a timely manner procurement, HR and other administrative actions required to implement the project in line with established milestones, targets and timelines.
- Track the status of resources allocated to the project (including expenditures against budget), advise the Programme Coordinator on actions which need to be taken ensure efficient and effective use of its resources and liaise with WFP's Programme Implementation Section (PIS) and Operations Support Sections (OSS), to ensure that approved actions are taken and followed through.
- Assist the Programme Coordinator in reviewing and analysing NGO budgets and invoices.
- Develop and introduce a M&E system to track and monitor project outputs and outcomes; train WFP and NGO staff in its usage, ensure roll out of the system; oversee/troubleshoot its implementation.
- Organise a baseline survey of project participants to generate a benchmark on food insecurity, nutritional well-being and livelihood status and feed the results into establishing outcome targets.
- Organize and oversee Outcome/Impact monitoring of project activities and maintain a panel data on the ultra-poor women to track graduation from extreme poverty.
- Manage data in the M&E system, analyse data to determine whether project outcomes are being met. Recommend to the Project Coordinator and Head of Sub-office, on the basis of that analysis and on other evaluation material / information, enhancements which could be made to project modalities in order to maximize outputs / outcomes.
- Organize training and provide on-site technical assistance to NGO staff on monitoring and reporting.
- Organize quarterly progress reviews, six-monthly performance review and annual outcome survey; plan workshops to review the findings of these exercises with EC delegates, GoB officials and NGOs. Summarise recommendations from these exercises into action lists for follow up by project staff.
- Develop and implement a monitoring system to assess the performance and efficiency of NGO partners and provide data and analysis on NGO performance to the Programme Coordinator.

- Develop and introduce reporting systems for the project which meet EC requirements; draft, based on inputs from the sub-office and outputs from the M&E system, reports required by the EC under this project, plus any other ad hoc reports required by WFP management.
- Perform other related duties as required.

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

**Experience:** At least five years experience in the field of monitoring, evaluation and reporting in development programme. The staff should have considerable experience of data analysis and database management.

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

**Other Desirable Skills:** Computer skills, knowledge of MS Office software, SPSS and Database development.

**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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