



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

Vacancy Announcement

NO. WFP/004/2009

Date of issue: 5 February 2009

Post Title : Field Officer
No. of Post : 3 (Three)
Type of Appointment : Service Contract (SC)
Post Grade : BL6 (GS 6)
Duration : 24 months
Duty Station : Sirajgong
Closing Date : **15 February 2009**

Major duties and responsibilities: Under the direct supervision of the Head, WFP Sirajgonj Sub-office, and technical supervision of Business Development and Training Officer, the Field Officer (FO) will be responsible for oversight and monitoring project implementation by the NGO partners. The incumbent will perform the following major duties:

- Liaise with the GoB officials and local communities and ensure they understand and support the project's objectives and expected outcomes.
- Mobilize NGO partners, coaching and guiding them in service delivery.
- Facilitate NGO staff development sessions and provide on-site technical assistance at field in the delivery of services by NGO staff; ensure proper implementation by NGOs of the guidelines and tools for delivering various Business Development Services (BDS); provide facilitation and backstopping support in the process of IGA profile development activities by NGOs.
- Follow up with NGOs to ensure timely (programme and financial) reporting and validate the accuracy of those reports.
- Assist the NGO to review the periodical progress and effectiveness of service delivery and undertake necessary corrective measures in the service delivery.
- Implement control mechanisms in respect of cash handling and distribution.
- Collect, document and analyse both qualitative and quantitative information on project participants, their status, project outputs, and outcomes. This will include participatory rural appraisal exercises with randomly selected self-help groups to assess their level of acceptability and satisfaction with the services provided by NGOs, utilization of those services and changes in their livelihoods.
- Undertake necessary measures to ensure that NGO partners deliver proper orientation on the role and entitlements of the project participants.
- Recommend to the Head of Sub-Office enhancements to project modalities and bring to his/her attention any implementation problems.
- Oversee the implementation of the project by NGO partners and the progress of project outputs, outcome and activities against targets; monitor NGO compliance with the Field-level Agreement, report non-compliance to the Head of Sub-office and take follow up actions stipulated by the Head of Sub-office.
- Carry out random unannounced monitoring visits to training sessions and cash distributions to ascertain the quality of those activities.
- Undertake necessary measures by the NGO to ensure proper orientation of the project participants about the programme and their entitlements;

- Participate in quarterly progress review, six-monthly performance and annual outcome surveys and ensure follow up on recommended actions / project enhancements.
- Participate in local level advocacy actions by the NGO partners;
- Perform other related duties as required.

Education: Post graduation or equivalent degree in the relevant field

Experience: At least five years experience in the field of cash programme and entrepreneurship/business development programme for the poor. The staff should have considerable work experience in rural livelihood development activities.

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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