



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

Vacancy Announcement

NO. WFP/010/2009

Date of issue: 26 February 2009

Post Title : Field Monitoring Assistant
No. of Post : 2 (Two)
Type of Appointment : Service Contract (SC)
Post Grade : BL5 (GS 5)
Duration : 11 months
Duty Station : Rangamati
Closing Date : **8 March 2009**

The Field Monitoring Assistants will work directly under the supervision of the Emergency Coordinator (Rodent Crisis Recovery Programme), with guidance from the Head of Rangamati Sub-Office, to undertake the following duties and responsibilities:

Major duties and responsibilities:

1. Coordinate and monitor the implementation of the Rodent Crisis Recovery programme at the local level, in close collaboration with the implementing partners;
2. Organise regular meetings with various stakeholders including Military, GoB Administration, GoB Line Departments, RC, HDCs and NGOs to ensure smooth programme implementation, enhance cooperation and contributions from all stakeholders;
3. Assist in the preparation of distribution plans, work and training schedules in collaboration with counterparts. Conduct regular follow up meetings with implementing partners on the commodity pipeline, distribution plan, work schedule and training plan
4. Monitor programme activities through administering prescribed checklists and formats, independently or jointly with counterparts, including meeting the project participants.
5. Support the logistics operations of NGOs including the overall commodity movement such as food deliveries, storage, transport to extended delivery points and final distribution points. Verify if the food commodities received have been properly recorded, damaged or suspected to be damaged;
6. Supervise the distribution of food commodities, cash, *jhum* seeds and livelihood inputs and verify full entitlement is distributed. Provide feedback to implementing partners on the distribution;
7. Monitor the implementation of food and cash for work activities, including training on work modalities, supervision by GoB/NGOs and measurement of work undertaken in terms of work days and completion of schemes (ie km road maintained, cubic meters of earth moved). Ensure records and documentation are properly kept;
8. Monitor training quality delivered by NGOs, observe training effectiveness and provide feedback to the trainers for improvement, if required;
9. Undertake follow up visits on specific and critical monitoring issues like resource release, food quality, trouble shooting, targeting, quality of NGO services, advocacy, mission visits etc. in consultation with Supervisor;
10. Enter monitoring data obtained through checklists into the database system immediately after field visits;
11. Produce reports on monitoring observations, immediate actions initiated, follow up actions, areas for improvement, future strategy and plan for results. Review achievements, constraints and provide feedback accordingly. Preparation of case studies;
12. Monitor the rodent crisis situation, continued needs and appropriate response;
13. Monitor the beneficiaries' uptake of IGA activities;
14. Mentor and train implementing partner NGO staff as appropriate;
15. Adhere to WFP policy, guideline and directives relating to travel and security;
16. Organize, plan and facilitate mission visits as and when required'

17. Assist Emergency Coordinator and Head of Rangamati Sub-Office as advised.
18. Perform other related duties as required.

Qualifications:

Education: Graduate from any recognized Institution or University with degree in one or more of the following fields: social science, nutrition, agriculture, engineering, or a related field.

Experience: At least three years of progressively responsible employment undertaking similar work. Priority will be given to those candidates with experience implementing food security or nutrition related programmes.

Knowledge: Experience utilizing computers including Word, Excel, Databases and other software packages.

Language: Fluency in both oral and written English and Bangla. Oral fluency in at least one indigenous language of CHT.

Desirable skills: Proficiency in a second indigenous language of CHT. Training and/or experience using WFP systems, knowledge of WFP policies and procedures in the area of work.

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.

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