



**United Nations World Food Programme
Bangladesh**

Vacancy Announcement

NO. WFP/010/2009

Date of issue: 1 June 2009

Post Title	: Field Monitoring Assistant
No. of Post	: 1 (one)
Type of Appointment	: Service Contract (SC)
Post Grade	: BL5 (G5)
Duration	: One year with three months probationary period (with possibility for extension)
Duty Station	: Cox's Bazar
Closing Date	: 14 June 2009

Major duties and responsibilities: Under the overall supervision of the Head of WFP Cox's Bazar Sub-office, the Field Monitoring Assistant will be responsible for the following duties:

- Organise and undertake field visits to monitor WFP assisted project activities and administer prescribed monitoring checklists. WFP assisted project activities under Cox's Bazar Sub-office include food and livelihood support to the Rohingya refugee camps (Kutupalong and Nayapara) as well as the Bangladesh national food safety net programme, Vulnerable Group Development.
- Regularly meet with NGO and government partner agencies at the field level to monitor implementation of activities and jointly solve problems.
- Undertake follow-up visits on specific and critical monitoring issues such as resource release, food quality, beneficiary targeting, disaster preparedness, quality of NGO services and other general trouble shooting.
- Monitor training quality delivered by NGOs, observe training effectiveness and provide feedback to the trainers for improvement.
- Enter monitoring data obtained through checklists into the database system immediately after field visits.
- Produce reports on monitoring observations, case studies, immediate actions initiated, follow up actions, improvement, future strategy and plan for results.
- Keep updated on disaster emergency preparedness and contingency plan of the Sub-office and monitor situation on a regular basis.
- Translate as necessary for WFP international staff and visiting delegations.
- Assist Head of Sub-office in organising meetings, workshops, mission visits and training as required.

Education: University degree and/or equivalent experience with emphasis in one or more of the following disciplines; social sciences, nutrition, agriculture or other related field.

Experience: At least three years of progressively responsible job related experience in the field of monitoring, development programme operations, emergency operations or other related field.

Language: Fluency in written and oral English and Bangla. Sound knowledge of Chittagonian dialect and/or Rohingya language.

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 number along with one passport-sized 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.