



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

**Vacancy Announcement**

NO. WFP/011/2009

**Date of issue: 14 July 2009**

---

Post Title : **Sr. Programme Assistant (Compliance)**  
No. of Post : 1 (One)  
Type of Appointment : Service Contract (SC)  
Post Grade : BL6 (GS 6)  
Duration : 1 year (with possibility for extension)  
Duty Station : Dhaka  
Closing Date : **26 July 2009**

---

The Sr. Programme Assistant (Compliance) will work directly under the supervision of the Deputy Country Director, the incumbent will be responsible for the following duties and responsibilities:

**Major duties and responsibilities:**

- Periodically and randomly conduct detailed reviews of the financial statements and supporting documentation at the Country Office, Sub Office and NGO partners to determine strict compliance with the guidelines;
- Evaluate internal control systems of cash transfer activities in the Country Office, Sub Office and NGO partners and recommend improvements and enhancements for strengthening them to ensure that transfers are adequately safeguarded against loss and misappropriation and that administrative and financial records are accurate and reliable;
- Conduct financial compliance audits in the country office, sub-offices and NGO partners in accordance with prescribed standards, and ensure that cash guidance regulations, rules, policies and agreements are adhered to;
- As required make recommendation as to how the cash guidance materials can be improved.
- Develop a work plan for conducting regular sub-office and NGO partner visits to undertake compliance activities;
- Assess the reliability and propriety of accounting and financial information provided to management;
- Develop relevant risk assessment matrixes based on the specific type of the Cash Transfer modality/Project highlighting the possible leakage points and set up controls to mitigate the risks.
- Conduct assessment of the cash management capacity of the potential NGO Partners using a predefined checklist and make recommendations for contracting them for cash transfer projects.
- Minimise delays in payments to participants by the streamlining the internal and external procedures for cash distributions and where necessary, identifying bottlenecks in the process and address them as required.
- Compile lessons learned over a 6-12 month period for various CO Cash Transfer Projects in the operational, administrative and financial areas Using these lessons learned, develop consolidated guidelines for cash transfers in the same areas of Operations, Administration and Finance.
- Establish a Database in conjunction with the Programming Unit to capture all relevant breaches of operational procedures on a timely basis.
- Assist the CO in determining and arranging Cash Transfer training needs for CO staff, Government Counterparts and Cooperating Partners
- Perform other related duties as required, including carrying out management audits, special studies, investigations and examinations.

**Qualifications:**

**Education:** University Degree and/or equivalent experience with emphasis in economics, development studies, finance, accounting, business management or relevant to international development assistance.

**Experience:** At least five years experience including three years in Finance and audit. Preference given to those with experience in development projects involving cash grants or cash for work programmes.

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

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

**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**

*Women are specially encouraged to apply. Only short-listed candidates will be contacted.*