



**United Nations World Food Programme  
Dhaka**

**Vacancy Announcement**

World Food Programme, Bangladesh invites applications from the eligible candidates for the following position:

<b>Post Title</b>	<b>: Programme Officer (Head of Sub-Office, Khulna)</b>
Type of Appointment	: Fixed Term Appointment
Post Grade	: NO-A
Duration	: 1 year (with possibility for extension)
Duty Station	: WFP Khulna Sub-office
Closing Date	: <b>1 November 2009</b>

The incumbent will be responsible for:

- Define and implement WFP policies and strategies for the Sub-office, consistent with the broader policies and strategies established by the Country Director and national authorities;
- Ensure effective management of WFP operations in the area of responsibility, this includes the coordination of the programme and logistics activities and correct implementation of WFP rules and regulations related to administration, staffing, finance and budget;
- Monitor the national food security situation in the area of responsibility, identify areas of intervention and needs for food, plan the utilization of resources made available to WFP and coordinate timely delivery of food aid to the beneficiaries;
- Manage all resources, including food, finance and personnel;
- Undertake visits to view project outputs and beneficiaries, inspect storage places and points where WFP commodities are received, in order to ensure that progress is made in the achievement of project objectives;
- Liaise with local government authorities, international and local NGOs, UN agencies, donors, beneficiaries and pipeline agencies for the purpose of harmonizing and coordinating of ongoing and future food aid activities;
- Transmit clear, comprehensive information and well prepared periodic and ad hoc recommendations and/or proposals for improvements in operations;
- Bring to the attention of Country Office any administrative or security constraints arising from rapidly evolving emergency situations in the field;
- Advise the government on the handling, transport, storage and distribution of the commodities supplied by WFP and on the maintenance of all records, accounts and books as stipulated in the Plan of Operations or the Letter of Understanding and ensure that reports required for WFP are accurate and provided as scheduled;
- Manage WFP premises (offices, warehouses etc) to ensure that they are always clean, healthy, safe and secure; Ensure that the maintenance and utilization of WFP assets (ICT equipment, vehicles, fuel, etc) is in line with the WFP regulations;
- Supervise staff assigned to the Sub-office, provide training and technical guidance in their work;
- Perform other related duties as required.

**Qualifications and Experiences:** Post graduation or equivalent degree in the relevant field; at least 5 years experience of managing rural development projects preferably with UN or any reputed international organization. The incumbent should have considerable experience of staff management and dealing with project finance and administration.

**Language:** Proficiency in English communication (writing, speaking) is essential.

**Other desirable skills:** Computer skills, knowledge of MS Office software.

**Submission of application:** Only candidates meeting the above requirements are requested to complete the **Personal History Form** and send with the application **by 1 November 2009** 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.*