



UN World Food Programme – Cairo
JOB ADVERTISEMENT
VACANCY ANNOUNCEMENT NO. VA-03/2015

Post Title:	Field Monitor Assistant
Contract type:	Service Contract
Post Grade:	SB2 – L4
Duty Station:	Cairo
Duration:	One Year Extendable
Date of issue:	20/01/2015
Closing Date:	03/02/2015

Organizational background

The World Food Programme activities include food assistance for nutrition, livelihoods, relief and emergency school feeding, while also supporting humanitarian air and logistics services, food security coordination and infrastructure rehabilitation projects. Based on an official request from the Government of Egypt, WFP is providing food assistance to Syrian refugees residing in the greater Cairo area, Alexandria and Damietta through a voucher programme. This position is open to qualified **Egyptian** candidates.

Major Duties and Responsibilities

Within delegated authority, the Field monitor assistant will be responsible for the following duties:

- Coordinate and monitor the implementation of the assistance programme at the local level, in close collaboration with the implementing partners.
- Monitor and review the overall commodity movements such as food deliveries, storage, transport and distribution at the site and verify if the amounts received have been properly recorded, damaged or suspected to be damaged.
- Monitor and review WFP-supplied food movement to the sites (schools), and storage and distribution at the site (schools).
- Selectively participate and supervise WFP-supplied food distribution at the site (school) and ensure proper distribution of entitlements to eligible beneficiaries;
- Complete all required WFP monitoring templates (provided by WFP) for the above tasks and timely submit them to the management;
- Fill out a monitoring school checklist (provided by WFP) for each of the schools visited and other questionnaires as assigned, such as for targeting children, their parents, and other.
- Submit monitoring questionnaires (provided by WFP) filled on monthly basis via handheld device or data entered directly into Excel form and sent via email.
- Identify any apparent issues in the programme that need management intervention and report them to WFP's appropriate personnel;
- Report and communicate to WFP any relevant information and observations related to the condition of the schools, the handling of WFP commodities, food distribution, school attendance, supplier or CPs distribution in target schools, etc.
- Assist in arranging regular meetings with CPs in the field in order to inform them about WFP's commodity pipeline, distribution arrangements, food entitlements and other relevant issues;
- Perform other related duties as required.

Critical Success Factors:

Strong interpersonal skills; courtesy, tact and ability to work effectively with people of different national and cultural background. Ability to interpret and analyze a wide variety of programme issues and statistical information, and to maintain accurate and precise records. Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.

N.B.: This position requires frequent travel especially in upper Egypt Governorates.

Mengherals

Minimum Qualifications:

- Education:** Secondary school education, supplemented with experience or additional education in education, social services, nutrition, agriculture or other related field.
- Experience:** At least three years of progressively responsible support experience including at least one year in the field of statistics, refugee operations, or another related field. At least one year at the G3 level or equivalent.
- Language:** Working knowledge of English.
- Desirable skills/experience:** Proficiency in a second official WFP language; training and/or experience using WFP's Information Systems (WINGS) and other WFP software; knowledge of FAO/WFP financial regulations; and rules and WFP policies and procedures in the area of work.
- Knowledge:** Experience utilizing computers, including word processing, spreadsheet and other software packages.

Applications must be submitted online

Application procedures:

Go to: <http://www.wfp.org/careers/general-service>

Step 1: Create your online CV

Step 2: Click on "Description" to read the position requirements and "Apply" to submit your application

NOTE: You must complete Step 2 in order for your application to be considered for this vacancy

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