

# Job Title: Programme Associate (Relief), SC-6, Peshawar, Pakistan

Requisition ID **134061** - Posted **06/01/2021** - Short Term-SC WFP - Asia, Southern - Pakistan - Peshawar - (English; Urdu (Pakistan)) - **PROGRAMME & POLICY**

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**WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.**

**Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.**

## ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

## ORGANIZATIONAL CONTEXT

**This position is based at WFP Area Office Peshawar, reporting to Programme Policy Officer.**

The job holder typically report to a Programme Policy Officer or the designate. At this level, job holders is responsible to assist supervisor during emergencies like Temporary Displaced Persons(TDP's) operation, COVID-19 emergency operation and Monsoon emergency in KP and erstwhile FATA. Job holder needs to have wide array of knowledge regarding food security, food / cash interventions modalities, cluster system coordination mechanism etc. Main working area comprised of implementation of activities for food / cash, compilation of partner invoices, reports generation with analysis for decision making for management. Works under supervision, perform basic analyses and compile reports to support information consistency and smooth implementation of programmes/projects.

## JOB PURPOSE

To perform specialized emergency related programmatic activities like food assistance / cash disbursement to TDPs, COVID-19 and Monsoon Flood emergencies in KP and erstwhile FATA with report to supervisor.

## KEY ACCOUNTABILITIES (not all-inclusive)

Under the overall supervision of the Programme Policy Officer at WFP Area Office Peshawar, the position holder will:

1. Perform specialized and/or standardized processes and activities within the specific technical area of work supporting alignment with wider programme guidelines for Relief assistance (food / cash).
2. Provide general office support following established targets and WFP's procedures under humanitarian relief operation.
3. Within the specific area of responsibility, support in compilation of data and support analysis and preparation of reports (e.g. food / cash assistance needs, resource utilization, programme status, performance) in order to support operational decision-making.
4. Perform accurate, timely recording of data within the specific technical area of work (e.g. food security and vulnerability assessments) following corporate standards and guidelines for programme activities of relief emergency.
5. Work and exchange information with internal counterparts like partners, PDMA and TDP secretariat and other related stakeholders to support effective collaboration, implementation and monitoring of ongoing project activities with consent of supervisor.
6. Support communication and activities with local partners, agencies, INGOs and government institutions with the guidance of supervisor.
7. Act as a point of contact for resolution of general operational queries requesting assistance where necessary for CBT, GFD and other related inquiries.
8. Follow standard emergency preparedness practices for winter/ monsoon contingency plans or any other onset of emergency to ensure WFP can quickly respond and deploy needed resources to affected areas at the onset of the crisis.
9. Pipeline / Stock Reports analysis to be discussed with reporting manager for appropriate actions for the continuation of activities. It includes best before / near to expiry food, release of Commodity release notes (CRN) etc.
10. Ensure GBV & Protection operational aspects in the field operation
11. Coordination Meeting record keeping with government, agencies, cooperating partner etc
12. Properly assist, guide in consultation with supervisor to cooperating partners to implement the cash disbursements among beneficiaries for COVID-19 response project in KP.
13. Other related activities like Cooperating performance, coordination with government / partners for clearance of project NOCs, smooth implementation of projects of relief with management of data of TDP assistance, COVID-19 cash assistance, monsoon contingency plan projects with the guidance of supervisor will be the requirement for the position

14. Processing and auditing of the invoices submitted by partners with SES posting in WINGS etc
15. Perform any other duties if required.

## FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
<b>Programme Lifecycle &amp; Food Assistance</b>	Demonstrates ability to identify key variables and contextual factors that affect food assistance problems and programmes throughout the lifecycle to inform quality programme design or re-design.
<b>Transfer Modalities (Food, Cash, Vouchers)</b>	Demonstrates ability to implement, under guidance, food assistance programmes deploying the full range of transfer modalities with an understanding of basic principles guiding modality selection and implementation.
<b>Broad Knowledge of Specialized Areas</b>	Understands basic technical concepts and data and their relevance to food assistance programmes.
<b>Emergency Programming</b>	Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.
<b>Strategic Policy Engagement w/Government</b>	Understands and applies basic principles of engagement with government counterparts at the national or local level.

## STANDARD MINIMUM QUALIFICATIONS

**Education:** Completion of Higher secondary school education preferably supplemented by a university degree in social sciences is desirable.

**Experience:**

- 6 years of programme implementation experience (preference will given having worked experience in emergencies in UN/WFP). Coordination with UN system, partners, government will be an asset. Other experience includes monitoring, implementation, reporting and data analysis for quick decision for supervisor in the field operations specifically during emergencies.
- Experience of communication and coordination with technical teams and other stakeholders (i.e. government, Partners etc.).
- Experience of working in emergencies i.e. Implementation of programmes activities.
- Excellent skills in drafting response to government and other related agencies.
- Experience to assist/ involve in policy discussions with reporting and feedback
- Excellent command on Ms. Office

**Language:** Fluency in English, Urdu. Pashto (desirable).

## DEADLINE FOR APPLICATIONS

**Deadline for applications is 19 January 2021**

### Qualified female applicants are especially encouraged to apply

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.*

*No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*