



**United Nations World Food Programme – South Sudan**  
The Food Aid Organization of the United Nations System  
**VACANCY ANNOUNCEMENT: 2016-S026**  
**INTERNAL/EXTERNAL**

*The Office of the United Nations World Food Programme, South Sudan is currently seeking qualified candidates for the following posts;*

Job Title:	<b>Monitoring Assistant</b>
Duty Station:	<b>Malakal (1 post)</b>
Section/Unit:	<b>Programme</b>
Contract Type/Grade:	<b>Service Contract /SC5 (GS 5 equivalent)</b>
Post Duration:	<b>12 months</b>
Issue Date:	<b>24<sup>th</sup> June 2016</b>
Closing Date:	<b>8<sup>th</sup> July 2016</b>
Applications Details:	<p>This vacancy is open for qualified <b>South Sudanese Nationals ONLY</b>. <b><i>Applications from qualified female candidates are encouraged.</i></b></p> <p>Interested candidates should submit their signed application by e-mail to: <a href="mailto:vacancyjuba@wfp.org">vacancyjuba@wfp.org</a> or, personally deliver applications to UNWFP, Juba/South Sudan in Jebel Kujur (near Rock City) OR submit to the nearest WFP office in their respective location.</p> <p><b>All application letters should be addressed to:</b> <b>The Head of Human Resources UNWFP,</b> <b>Juba/South Sudan</b> <b>Jebel Kujur (near Rock City)</b></p> <p>Please clearly indicate the <b>Job Title</b> and the <b>Vacancy Number</b> you are applying for on the envelope. Unmarked envelope will not be considered.</p> <p><b>Your application will not be considered if the following is not enclosed in the envelope; photocopies (not originals) of South Sudanese Nationality Certificate, academic qualifications, a signed Personal History Form (P11) and CV.</b></p> <p><b>To download the Personal History Forms (P11) please follow the link <a href="http://tinyurl.com/wfp-p11">http://tinyurl.com/wfp-p11</a></b></p> <p><i>Only short listed candidates will be contacted for interviews.</i></p>

**Terms of Reference**

Under the direct supervision of the Programme Officer and general guidance from Head of Head of sub-office, the Monitoring Assistant will assist in all related programs in the state. The Field Monitoring Assistant

will liaise with the Programme Officer and Programme colleagues on major documentation covering all aspects activities and planning ,coordination and execution of programme priorities that allow better food and interventions by the sub office to ensure timely delivery of assistance ;and will be responsible for the following duties and responsibilities:

- Verify the planned movements and distribution of food or non-food items, resolving routine issues and escalating where appropriate, to ensure that the quantity distributed and the quality of the operation is in line with WFP standards.
- Collect and summarize assistance programme(s) data, collaborating with cooperating partners where required, conduct analysis and prepare reports in order to support programme reviews and informative decision-making.
- Liaise with cooperating partners and internal counterparts to gather feedback and comments to support programme reviews and improve services.
- Suggest improvements to field monitoring processes and procedures for efficient implementation of the assistance programmes.
- Arrange for regular meetings with community leaders and cooperating partners on commodity pipeline, distribution arrangements, food entitlements and other relevant issues to support effective communication flow and efficient operations.
- Allocate tasks to other staff, providing guidance and on-the-job training to support their development and high performance.
- Provide standard trainings for cooperating partners on WFP operational practices, monitoring tools and methods in order to support them to independently self-monitor and to contribute to the visibility of WFP in the coverage areas.
- Prepare field mission reports to document programme implementation.
- Follow set emergency response processes and procedures for emergency food assistance.

**Minimum qualifications required:**

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area is desirable

**Experience required:**Has experience collecting programme output and outcome data, conducting quantitative and qualitative analyses, and reporting findings to management team, partners and other stakeholders.

**Desired skills and Knowledge:**

- Progressive responsible support of secretariat work experience in humanitarian assistance programme,operations,statistics,accounting,transport insurance,nutrition agriculture ,education or other related field.
- Has experience utilizing WFP monitoring and evaluation systems and standards.
- Strong Microsoft Windows MS excel, word, PowerPoint and other related software skills required, ability to meet deadlines and work under pressure as part of a team; good communication skills.

**Language:** Fluency in both oral and written English, Arabic and knowledge of the local languages spoken within the operation area will be a plus.