



VACANCY ANNOUNCEMENT
NO WFP/ 01/2012

Issuing Date: 10 January 2012

Job Title:	Programme Officer	1 Position
Grade/Level:	NO/B	Contract Type: Fixed Term Appointment
Salary	US\$36,084.00 (Annual Salary)	
Duration of Contract:	12 months (Extendable)	
Duty Station:	Maimana Sub Office	Closing Date: 24 January 2012

Key Tasks and Responsibilities:

Within the delegated authority, the Programme Officer will perform the following duties:

- Responsible for overall programme management which includes implementation and monitoring of programmes and activities in the region;
- Develop and sustain liaison with key professionals and NGOs engaged in the field of food security;
- Oversee preparation and dissemination of timely analytical and critical reports including proposals for improvements in operation and the scope of programmes;
- Assess the need for food in emergency and refugee/displaced person situations, draw up plans for its timely arrival in coordination with government and other donors, and monitor the implementation of these plans;
- Assist the government in identifying fields of development where food aid can be usefully employed and give assistance in planning, formulating, and targeting recipients for new requests for WFP aid;
- Liaise with project implementing authorities and undertake visits to view project outputs and beneficiaries, inspect storage places and points where WFP commodities are received in the country, in order to ensure that progress is made in the achievement of project objectives;
- Design and maintain databases of indicators relating to food security and WFP projects;
- Provide continuing liaison with bilateral food aid programmes, with UN agencies and with NGOs providing technical or other forms of assistance to WFP assisted projects.
- Advise the government on the handling, transport, storage and distribution (including marketing of commodities, if sold) of the commodities supplied by WFP;
- Assist the government 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;
- Prepare periodic reports on the progress of operational projects and related government plans;
- Ensure compliance with WFP's policies, criteria and procedures with respect to food aid;
- Assist Regional and Country Directors and Programme Advisers in all matters related to the delivery of WFP emergency assistance and bring to the attention of appropriate regional/country staff any administrative constraints arising from rapidly evolving emergency situations in the field;



- Supervise other programme staff; provide training and technical guidance in their work;
- Perform other related duties as required;

Results Expected:

Well prepared analytical work; well managed projects, programmes and/or operations.

Critical Success Factors:

Good analytical skills; resourcefulness, initiative, maturity of judgment, tact, negotiating skills; ability to communicate clearly both orally and in writing; ability to work in a team, and establish effective working relations with persons of different national and cultural backgrounds. Ability to cope with situations which may threaten health or safety; flexibility in accepting work assignments outside normal desk description. Ability to deal patiently and tactfully with people of different national and cultural backgrounds.

Essential Qualifications/ Requirement:

- University degree and/or equivalent experience with emphasis in one or more of the following disciplines: economics, agriculture, international affairs, business administration, social sciences, development studies or a field relevant to international development assistance.
- At least three years of postgraduate professional work experience in commerce, business administration, development, or food aid support.
- Training and/or experience utilizing computers, including word processing, spreadsheet and other standard WFP software packages and systems.
- General knowledge of UN system policies, rules, regulations and procedures governing administration.
- Fluency in both oral and written English and applicable languages of the duty station.

Desirable Skills

Knowledge of relevant WFP specified software; proficiency in a second official WFP language.

Submission Guideline

Qualified candidates may submit their application, including a letter of interest; complete Curriculum Vitae and an updated United Nations Personal History Form (P.11- available on <http://www.undp.org.af/jobs/index.htm>) via e-mail to Kabul.Recruitment@wfp.org. Hard copy Applications should be submitted to: UN-WFP Human Resource Officer Country Office Street # 4, Koshani Watt (Behind Kabul Bank) Shar-e-Naw Kabul Afghanistan

The vacancy number and the post title must be clearly indicated in the subject line; otherwise your application will not be considered.

Additional Considerations

- Qualified female candidates are strongly encouraged to apply.
- Applications received after the closing date will not be considered.
- Only short-listed candidates will be notified.