



ອົງການອາຫານໂລກ
World Food Programme

The World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. In Laos, WFP is committed to reduce under nutrition and food insecurity throughout the country. All WFP staff contributes as a team to this mission.

ADVERTISEMENT
Vacancy Announcement: Monitoring Assistant SC4

Vacancy Announcement No: WFP LAO 001	Date: 11 January 2018
Title: Monitoring Assistant	Duty Station: Houaphanh, Phongsaly, Oudomxay, Xayaboury, Bolikhamxay
Grade: SC4	Contract Type: Service Contract
Organization Unit: Programme Unit	Deadline for application: 22 January 2018
<p>We are looking for fourteen (14) positions of Monitoring Assistant to be based at district level at following locations:</p> <ol style="list-style-type: none">1. Houaphan: Six positions to be based in Viengxai, Houameuang, Xamtai, Sopbao, Ed and Khuan districts;2. Phongsaly: Four positions to be based in Khoua district;3. Oudomxay: Two positions to be based in Lah district;4. Xayaboury: One position to be based in Xaisathan district;5. Bolikhamxay: One position to be based in Bolikhamxay district. <p>They will work under the direct supervision of Programme Policy Office at Provincial level and overall supervision of WFP field offices and office in Vientiane. They will carry out the following duties and responsibilities:</p> <ul style="list-style-type: none">• Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed and the quality of the operation is in line with WFP standards.• Maintain information records and monitoring plan documentation, such as records of commodity movements and programme checklists, in order to assist in the effective delivery and distribution of food items or non-food items.• Collate assistance programme(s) data in accordance with clear direction, 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.• Receive and collate comments and feedback from cooperating partners, beneficiaries, and beneficiaries, to support identifying programmatic issues with a view to fostering efficient operations.• Provide guidance for cooperating partners on WFP operational practices, monitoring tools and methods in order to support them to complete self-monitoring tasks and to contribute to the visibility of WFP in the coverage areas.	<ul style="list-style-type: none">• Prepare field mission reports to document programme implementation.• Follow set emergency response processes and procedures for emergency food assistance <p>Education: Education: Completion of secondary school education or a degree in Agriculture, Business Administration, and etc. Language: Fluency in both oral and written communication in English and Lao.</p> <p>Experience and skill:</p> <ul style="list-style-type: none">• At least 3 years of work experience in development field or community• Has experience analysing programme output and outcome data.• General knowledge of WFP monitoring and evaluation systems and standards.• Experience in working with an education sector would be an advantage <p>Application Submission Application are required to apply online by 22 January 2018 http://www1.wfp.org/careers/job-openings</p> <p>Requisition ID# 73681-73686 and 73801-73808 IMPORTANT: Candidates are requested to carefully check the ID number to ensure you apply for correct locations.</p> <p>WFP is committed to gender balance in all functions and at all levels. We are committed to increasing the number of female staff in our offices. Female candidates in particular are encouraged to apply.</p> <p>Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.</p>