

Monitoring Assistant, SC4 at World Food Programme (WFP)

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Location: Kenya

Category: other-general

Job Description

The World Food Programme is the food assistance branch of the United Nations and the world's largest humanitarian organization addressing hunger and promoting food security.

JOB PURPOSE

To perform monitoring activities within a specific coverage area and provide reports to support the effective delivery of assistance packages.

KEY ACCOUNTABILITIES (not all-inclusive)

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.

Prepare field mission reports to document programme implementation.

Follow set emergency response processes and procedures for emergency food assistance.

STANDARD MINIMUM QUALIFICATIONS

Education : Completion of secondary school education. A post-secondary Diploma or Certificate in Social Services, Nutrition, Agriculture or other related field is desirable.

Language : Fluency in both oral and written communication in English.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

Has experience analyzing programme output and outcome data.

General knowledge of WFP monitoring and evaluation systems and standards.

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