WFP is the world’s largest humanitarian agency fighting hunger worldwide. Each year, on average, WFP feeds more than 90 million people in more than 70 countries. Please visit www.wfp.org for more information.

Job Title: Senior Programme Assistant, MoSA Project          Contract: SC-6 (Service Contract)  
Duty Station: Beirut                                      Duration: 08 Months (Extendable)  

Accountabilities:
Within delegated authority and under the direct supervision of the Head of the E-card team in Programme, the Programme Assistant will be responsible for the following duties:

Operational Management,
- Overall responsibility for implementation of new cash and voucher projects, such as the cash pilot, expansion of the e-card voucher programme to Lebanese vulnerable, and the establishment of the common platform.
- Day-to-day management and implementation of the e-card programme including operational issues, developing procedures in line with programme objectives, engagement with programme stakeholders (such as the bank and WFP partners) and coordination with the sub-offices, including training and support to WFP staff in good practice guidelines.
- Continue to advance and improve the electronic voucher programme guidelines (with finance, programme, procurement, IT & public information). Ensure the programme remains compliant with all WFP policies and procedures.
- Working with country team, establish and strengthen the system for records on programme activities, from formulation to completion, by extracting relevant information from reports, project committees, budget records.

Financial Management,
- Monitor, update and track data related to project pipeline and EMOP fund management issues for the voucher assistance and financial allotment status reports, liaising with other units to obtain and clarify information, and ensure accuracy of data related to the above.
- Prepare Assignment Plan and monthly forecasts for the e-cards loading value based on confirmed contributions.
- Process WINGS activities related to the e-cards loading.

Technical & Banking Expertise,
- Conduct analysis for & negotiation of contract terms and conditions with bank and merchants, as well as technical support for implementation in the field.
- Undertake the design & technical inputs for the second phase of the e-card project, including implementing of a fraud monitoring system; required testing for the cash component; and provision of the platform for partners to join the card.
Establishment of a Knowledge Base for WFP.

- In cooperation with stakeholders, recommend ways to refine the programme and thereby improve the service offered to beneficiaries and facilitate implementation by WFP. This includes engagement through the Lebanon Cash Transfer Programme Working Group, WFP partners meetings in Beirut, and workshops/meetings with the REC in Amman.
- Liaise with WFP M&E unit in Lebanon in the development of operational M&E methodology and formats.
- Identify lessons learnt and best practices established for use in further WFP cash & voucher programme interventions.
- Perform other related duties as required.

Minimum Qualifications

Expected Results:
Well prepared, analytical work and well managed e-card programme in line with strategic REC/WFP Lebanon strategies and executive decisions. Effective management with other units in the LBCO in e-card operations and establishment of new projects.

Critical Success Factors:
Good analytical skills; resourcefulness, initiative, maturity of judgement, 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. Demonstrated ability to develop and maintain effective work relationships with counterparts and staff within the office, host population, donors, NGOs and other UN agencies; ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. Ability to deal patiently and tactfully with people of different national and cultural backgrounds.

Minimum qualifications:

   Education:
   University degree 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.

   Experience:
   At least five years of postgraduate progressively responsible professional experience in public sector management, development projects, emergency assistance, and/or operational aspects of national, bilateral or multilateral food aid or commercial transactions.

   Knowledge:
   Work experience in card management services of a bank as well as experience with the UN or an international organization.

   Language:
   Fluency in both spoken and written English and Arabic.

Qualified Candidates are requested to fill the P11 form using the following link www.unhcr.org/recruit/p11new.doc
and send their CVs and a signed P11 copy to the following link Stating the Vacancy Title and Reference Code WFP.Lebanon@wfp.org

Incomplete applications will be disregarded
Only short-listed candidates will be contacted.

(Female Candidates Are Encouraged To Apply)