

# Mozambique Jobs Expertini®

## Programme Assistant SC5 - Beira (Chemba), Mozambique

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Company: World Food Programme

Location: Mozambique

Category: other-general

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed

to promoting diversity and gender balance. Female qualified applicants are especially encouraged to apply.

WFP does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, offer, training, or any other fees). Offers of WFP employment or job openings with requests for payment of fees are fraudulent. WFP does not concern itself with information on bank accounts. Any requests for such payment or information should be refused and reported to local law enforcement authorities for appropriate action and to WFP for its information.

### **ABOUT WFP**

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

### **JOB PURPOSE**

To perform specialized and/or standardized policy and programme-related processes and activities to support the effective delivery of assistance packages.

## **KEY ACCOUNTABILITIES (not all-inclusive)**

1. Support in the identification of beneficiaries for the project phases.
2. Support in establishing processes for the project activities (e.g. procurements/construction, distribution of material etc).
3. Conduct training of field implementers (activists, lead farmers, etc).
4. Participate in trainings conducted by SDSMAS/SDAE/SDPI of activities relevant to the project.
5. Organize and plan activities with field implementers.
6. Support preparing any field missions by mobilizing the community and defining an agenda.
7. Review and provide feedback to the activity plans of the community stakeholders.
8. Supervise and provide technical support to project activities (cooking academy/demonstrations, nutrition education sessions, radio listening sessions, community activities, agricultural production, MEA sales, gender dialogue clubs etc) to ensure that activities are being implemented with the required quality and provide feedback and support to the field implementers.
9. Participate in planning meetings for project implementation at the community level.
10. Conduct regular visits to GTNS activity sites and report for further advice and timely follow up.
11. Prepare weekly workplan for supervisor and monthly reports (which includes outputs and achievements from the project implementation).
12. Liaise with cooperating partners and other stakeholders on community engagement activities and ensure alignment with other ongoing activities.
13. Receive and collate comments and feedback from partners and beneficiaries to support identifying programmatic issues with a view to fostering efficient operations.
14. Provide guidance for government counterparts and other partners on WFP operational practices and contribute to the visibility of WFP in the coverage areas.
15. Prepare field mission reports documenting program implementation.

## **DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE**

Has experience synthesizing insights from the field, provide operational updates, and applying them to align field implementation.

Providing capacity building to community-based stakeholders such as community health

workers, agricultural extensionists, other influential community members.

Has contributed to implementation of programmes.

Has general knowledge of programme and project cycles and WFP programmatic standards.

Has experience in implementing Social and Behavior Change Communication packages, Gender Dialogues, Agricultural Techniques etc.

Has working experience in community mobilization and engagement, mainly through community-based stakeholders.

## **STANDARD MINIMUM QUALIFICATIONS**

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

**Language:** Fluency in both oral and written communication in Portuguese and English. Knowledge of local languages (Sena, Ndaou) is desirable.

## **WFP LEADERSHIP FRAMEWORK - OUR BEHAVIOUR MATTERS**

### **Leads by Example with Integrity**

Lives WFP values and shows humanity and integrity by role modelling care for others.

### **Drives Results and Delivers on Commitments**

Delivers on commitments and adapts readily to change.

### **Fosters Inclusive and Collaborative Teamwork**

Is inclusive and collaborative, and contributes to a culture of learning and personal growth.

### **Applies Strategic Thinking**

Demonstrates commitment to gather perspectives, analyse options and risks, and propose new ways of doing things.

### **Builds and Maintains Sustainable Partnerships**

Builds and nurtures external partnerships & collaborates with partners to deliver common objectives.

## **FUNCTIONAL CAPABILITIES**

**Capability Name Description of the behaviour expected for the proficiency level**

**Programme Lifecycle & Food Assistance** Can facilitate implementation of food assistance

programmes under guidance using basic understanding of principles and good practices of programme design, implementation and monitoring. **Transfer Modalities (Food, Cash, Vouchers)** Demonstrates ability to facilitate, under guidance, food assistance programme implementation that deploys full range of transfer modalities with an understanding of basic principles guiding modality selection and implementation. **Knowledge of Specialized Areas** Understands basic technical concepts and data and their relevance to food assistance programmes. **Emergency Programming** Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes. **Strategic Policy Engagement w/Govt** Understands and applies basic principles of engagement with government counterparts at the national or local level.

## **TERMS AND CONDITIONS**

**Type of contract:** Service Contract, Level 5

**Duty Station:** Beira (Chemba) - Mozambique

**Duration:** 12 Months

**This position is open to Mozambican Nationals Only.**

**Female and qualified candidates with disabilities are highly encouraged to apply.**

## **DEADLINE FOR APPLICATIONS**

**DEADLINE: 03 May, 2024**

**Only Shortlisted Candidates will be contacted**

WFP has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to WFP's standards of conduct and will therefore undergo rigorous background verification internally or through third parties. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification or termination of employment

WFP will not request payment at any stage of the recruitment process including at the offer stage. Any requests for payment should be refused and reported to local law enforcement authorities for appropriate action.

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