



# WE ARE HIRING!



World Food Programme

SAVING  
LIVES  
CHANGING  
LIVES

## ABOUT WFP

The United Nations World Food Programme is the **world's largest humanitarian agency** fighting hunger worldwide and the **2020 Nobel Peace Prize Laureate**. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes.

## WHY JOIN WFP SOMALIA?

In Somalia, the World Food Programme provides food assistance for nutrition, livelihoods, and relief through the hard work of more than **609 employees** who contribute towards making **Somalia hunger free** in close partnership with local partners.

Vacancy Announcement No. JR103413

## JOB TITLE: PROGRAMME ASSISTANTS FOCAL POINTS — 2 POSITIONS

**Contract Type/Grade:** SSA4

**Duty Station:** Mogadishu, Somalia

**Contract Duration:** 11 Months (None-Renewable)

**Date of Issue:** 8<sup>th</sup> August 2024, | **Closing Date:** 22<sup>nd</sup> August 2024.

### KEY ACCOUNTABILITIES (not all-inclusive, within delegated authority):

- Receive data from the partner by the specified deadline. Follow up with the partner if data is not shared in time.
- Clean and enroll the received data. Communicate with the DAS AO team if there is missing data, requesting DAS CO to import the data and share the failure report.
- DAS AO team to share the failure report with Programme Focal Point and involve them in addressing and correcting data issues.
- Programme Focal Point to share the enrolment feedback and guide the partner on resolving data errors, sharing the failure report, and providing necessary instructions.
- Share the received data with the Transfer Management Team (TMT) for deduplication analysis.
- Receive analysis from TMT, suspend duplicate households, and request approval for cleared data.
- Share analysis feedback with CPs and provide guidance on case management.
- Request card printing and cycle review/creation. Ensure blank cards are available by requesting Finance team.
- Follow up on card activation upon confirmation and manage the distribution list (DL) through verification requests.
- Request and monitor the Partner List (PL) until the approval process is completed. Ensure to share the approved PL with CPs for each intervention to start top up/redemption.
- Hand over the printed cards to the partner and share the approved PL.
- Request the necessary equipment and Document numbers with TEC team and ensure to follow up with Assets team to handover to TEC for configuration.
- Request the TEC AO team to configure the equipment and make sure to hands over the equipment to the partner.
- Regularly follow up with the partner to assess operational progress and the functionality of the equipment.
- Maintain and update an inventory list of the partner's equipment, noting replacements and responding to requests for additional equipment. (Ensure the number of registrars as per the CP's FLA and that of Kits matches)
- Facilitate the process when the partner brings in equipment, ensuring timely returns.
- Proactively inform CBT/DAS Lead or management of any operational issues to allow for timely advice and solutions before month-end.

- Perform other duties as required.

**QUALIFICATIONS & EXPERIENCE REQUIRED:**

**Education:** Completion of secondary school education with **4 years** of relevant experience, Or university degree (Diploma/Bachelors) in areas of social sciences, development studies, agriculture, nutrition, economics, or statistics with **at least 2 years** of experience.

**Experience:** **At least four** years of working experience in food security, Nutrition, data collection, analysis, and reporting.

**Language:** Proficiency in oral and written communication in English and Somali are must.

**ARE YOU COMPETENT FOR THIS JOB? DO YOU HAVE:**

- Strong analytical skills
- Basic computer skills
- Knowledge on Microsoft packages such as word, excel and PPT.
- Knowledge on Food security, agriculture, nutrition, M&E, or humanitarian response.

Interested and qualified candidates are requested to submit online applications **through Workday** using the link below:

- **External Applicants:** [Click here!](#)
- **Internal Applicants:** [Click here!](#)



**Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.**

**WFP seeks applicants of the highest integrity and professionalism who share our humanitarian principles. WFP is an equal opportunity employer, and we are committed to promoting diversity and gender balance.**

**Selection of candidates is made on a competitive basis.**

**WFP does not charge any application fees to candidates.**



@WFPSomalia