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Description

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** in 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.

BACKGROUND & PURPOSE OF THE ASSIGNMENT

This job is found in **Bahir Dar** Sub-Office. The job holders typically report to a Programme Policy Officer or the designate. Job holder will report directly to Programme Policy Officer who will provide overall technical guidance, close support and regular feedback on work performed. The job holder will support in coordinating the programme or policy activities implemented in Bahir Dar Sub-Office and Dessie sub office or similar nature and analytical work of limited complexity.

Responsibilities

Under the direct supervision of Programme Policy Officer (Food Assistance and Livelihoods), the incumbent will perform the following responsibilities:

- Act as technical focal person for the implementation of the WFP supported financial services that includes the Cash Based Transfers, Financial Inclusion, Index Based Insurance, Village Saving and Lending Associations and Smallholder Market Access support.
- Coordinate the promotion of financial inclusion of the vulnerable community members by supporting the planning and successful implementation of these projects through sustainable partnerships with relevant financial service providers, lenders and development financial institutions.
- Support the capacity strengthening of WFP Field Monitors and Partners' staff involved in financial services operations, particularly in relation to the management of the CBT, VESA groups, insurance index design, premium and pay-outs and smallholder farmers market access and linkages.
- Support and track the promotion of VESAs among the IDPs/refugees and host communities, the R4 Rural Resilience /Early Livelihood Recovery Support Initiatives beneficiaries and other development livelihood interventions under the sub office.
- Identify and enhance partnerships with financial service providers,

Programme Assistant (Financial Services)

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Duration of employment

12 Months

Industry

Humanitarian and Agriculture

Job Location

Bahir, Ethiopia

Valid through

15.06.2023

government departments and other stakeholders that support and promote the wellbeing of the refugees/IDPs, the R4 Rural Resilience /Early Livelihood Recovery Support Initiatives beneficiaries and other vulnerable people in the community.

- Support the management of cooperating partner's performance monitoring and documentation based on the provisions of the field level agreement and/or memorandum of understanding.
- Facilitate the woredas' and community consultations to assess communities' vulnerabilities, capacities and needs in terms of climate change adaptation, discussed potential activities/assets ideas to be promoted under the Insurance for assets.
- Support the development of a specific capacity development (through training), institutional strengthening, partnership building plans for sub office staff, government and NGO partners, based on seasonal livelihood programming workshops and integrated community-based planning sessions.
- Participate in relevant sector meetings and gather information that will ensure that WFP's financial services provision support strategy is aligned to the Government and development partners' sectorial policies and plans for Ethiopia.
- Support the Sub office to identify potential digital financial service providers by managing the selection and due diligence process; collect, analyse and assess profiles of financial service providers and their support to the vulnerable food insecure communities.
- Coordinate the food/cash and NFI transfers: Cash Based Transfer (Value and Commodity Vouchers, and mobile money). Support the beneficiary registration, selection of the delivery mechanisms and contracting of NGOs and financial service providers so that budgeting, reporting, security, and other logistics are compliant with internal policies.
- Prepare weekly updates and review and consolidate the Partners monthly progress reports and other information/materials for use at Country Office/Sub Office.
- Represent WFP in all relevant woreda external level meetings/coordination forums.
- Perform other related duties as required.

Qualifications

Education: Completion of secondary school education. B.A degree in Agricultural Economics, Business Administration, Economics, Financial accounting, or other field relevant to Financial services assistance.

Experience: At least 5 years of relevant (NGOs/UN Agencies) experience in implementing technical programs (i.e. nutrition, refugees/IDPs, smallholder market access, recovery and integrated resilience activities etc.) in the financial services inclusion and access perspectives.

Knowledge and skills:

- Has proven experience of implemented programmes and provided input into designing user-friendly financial services operations.
- Good analytical and reporting skills

Language: National Professional: Fluency (level C) in English language and Amharic.

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