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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 & JOB PURPOSE

The Programme Associate (M&E) to provide support for monitoring and evaluation activities of school feeding programme within the sub-office area of operation, ensuring that programme generates quality evidence on the outcomes and effects of WFP's supported programmes/activities on the lives of beneficiaries with which to inform decision making and strategic reorientation. The incumbent will be under the direct supervision of the Programme Policy Officer and under the guidance of the Head of the Sub-Office. S/he will work closely and provide technical and supervisory roles to the monitoring assistants and other key program staff and ensure effective, timely, and quality implementation of humanitarian assistance programs including; relief, resilience activities, nutrition, and refugees operation across the designated area of operation.

## Responsibilities

- Support the capacity building of WFP programme staff, partners, and national government to prepare for and respond to food and cash assistance needs, e.g. through project management support of learning initiatives and practical advice/guidance.
- Ensure proper coordination and follow-up with Third Party Monitoring (TPM), including joint planning for monitoring activities, review of monthly achievements, review of TPM narrative and financial reports
- Conduct occasional field monitoring visits and review of program activities and prepare accurate and comprehensive reports on WFP's operations and performance
- Follow up on issues registered under complaints and feedback mechanism channel and issue tracker to ensure appropriate actions are taken by the concerned body/entity and feedback is provided to the complainant
- Follow-up on audits, monitoring, and evaluation findings to ensure that corrective actions are taken and/or adjustments are made to program responses as required
- Provide monitoring and evaluation findings and recommendations to support performance planning and risk analysis, emergency preparedness, security risk management, and risk mitigation activities.
- Support the capacity building of WFP staff, cooperating partners and national government and provide practical advice and guidance.
- Prepare/assess a results-based approach for monitoring and evaluation, emphasizing results and preparing analytical periodic reports on the progress of project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations.
- Review field monitoring reports and evaluation reports to identify gaps,

## Programme Associate (Monitoring and Evaluation)

### Hiring organization

World Food Program (WFP)

### Employment Type

Full-time

### Industry

Humanitarian and Agriculture

### Job Location

Kebridehar, Ethiopia

### Valid through

20.06.2023

strengths/weaknesses in program and management, identify lessons learned

- Ensure that food and cash release notes are prepared and shared with the supply chain in time and follow up on dispatch and delivery status
- Conduct timely and efficient management of allocated resources to refugees (food, cash, and NFIs) and ensure that allocated resources are used efficiently
- Ensure that distribution reports from partners implementing relief, nutrition and refugee programs are received in time, reviewed, reconciled, and entered into the information management system.
- Work closely with vulnerability assessment and resilience building team in profiling refugee households per their socio-economic characteristics in order to assist targeted humanitarian assistance
- Work with various functional teams to identify feasible areas where cash implementation is appropriate
- Undertake field visits to support and work closely with Country Office and Area Office teams to coordinate various evaluations and surveys exercises including FSMS, FSOMs, PDMs, CHS, JAM, Nutrition SMART surveys etc.
- Provide timely feedback to sub-offices and partners on progress and monthly reports received and follow up on recommended actions
- Provide inputs and data from the implemented programs to different sections and units in the country office such as donor relations, reporting, communication, resource management, etc
- Coordinate with the program team to ensure accurate, quality, and timely reporting and uploading of monitoring collected data in the system (MODA) and consistency of information presented to management.

### **Qualifications**

**Education:** Completion of secondary school education. A post-secondary certification in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or another field relevant to international development assistance, will be an added advantage.

**Experience:** Minimum of 6 years experience in Monitoring and Evaluation in food security, livelihoods, refugee and/or humanitarian development operations. Experience in capacity building is a plus.

**Language:** Fluency in both oral and written communication in English and the local language.

### **Knowledge & Skills:**

- Knowledge of key national and regional contextual issues.
- Ability to produce high-quality written outputs
- Ability to develop and maintain relationships with a variety of stakeholders, conveying an informed and professional demeanour toward internal and external partners and stakeholders.
- Ability to work independently in a timely and organized manner.
- Ability to work as part of a team, participating in open dialogues and valuing diverse opinions of others, regardless of gender, culture, background, experience, or country assignment.
- Moderate to proficient computer literacy notably the analytical packages (Excel, Tableau, Power BI).

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