

JPO Job Description – Nairobi, Kenya

JPOs may be Dutch nationals (or have permanent residence status in the Netherlands), nationals of another EU member state or nationals of eligible developing countries listed on the website of the Netherlands Ministry of Foreign Affairs:

http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme

General Information

Title:	Programme Officer (Refugees)
Sector:	Assistance to Somalia and Sudan Refugees in the Camps
Location:	Nairobi, Kenya
Duration of Assignment:	3 years, with an initial contract for one year
Supervision by:	Head of Refugee Unit
Grade:	P1 step I or P2 step I the first year, depending on the level of education and experience.

Content and methodology of supervision:

The supervisor will guide the development of the JPO's workplan, identifying priorities as well as JPO learning opportunities. The JPO will on a daily basis report to the supervisor on ongoing activities, challenges and new emerging opportunities. The supervisor will provide performance feedback on a half yearly basis in line with WFP's corporate performance appraisal system.

Background: Kenya hosts over 354,000 refugees (281,000 in Dadaab and 73,000 in Kakuma) both camps are situated in Northern Kenya (Kakuma towards the west and Dadaab towards the East). The camps have been in existence for over 19 years. The majority of the refugees are from Sudan (Kakuma) and Somali (Dadaab).

The refugees live in a confined environment inside the camps, since the Kenyan laws do not permit refugees to be involved in any income generating activities or in food production activities; e.g. livestock keeping or crop production. World Food Programme is responsible in providing the refugee with their basic food needs. UNHCR and other agencies are responsible in the provision of complimentary foods, non food items, protection services and others.

Tasks and Responsibilities:

Under the direct supervision of the head of units, the Junior Programme Officer will perform the following responsibilities;

1. Conduct Field Visits to Sub Offices on regular basis
2. Verification of Cooperating Partners (CP) Monthly distribution reports
3. Preparation of timely analytical Management reports
4. Preparation and update of pipeline reports
5. Liaise with Procurement on local food purchases
6. Liaise with logistics on food movement and storage management
7. Assist in the preparation of Donor briefs
8. Assist in organizing field missions and presentations
9. Assist in formulating cash/voucher programme in Refugee context.

NOTE: After six months the incumbent in addition to the above should be in a position to:

10. Assist the Head of Refugee Unit in all matters related to delivery of WFP Food Assistance programmes and bring to the attention of senior management any challenges arising from rapidly evolving emergency situations in the field.
11. Monitor projects and oversee preparation and dissemination of timely analytical and critical reports including proposals for improvements in operation and the scope of the programmes
12. Ensure transparent and efficient utilization of WFP financial resources including project budget management.

Training Component: The trainee will build capacity in dealing with humanitarian needs in a refugee setting. In particular, develop skills in resource management (food allocation, transportation and distribution), Report writing and Accountability. The work involves close collaboration with other units (logistics, procurement and finance). This will help the trainee learn skill in various sectors necessary in humanitarian operations. The incumbent will also gain experience in liaising with project implementing authorities (government), UN Agencies and with NGOs who are providing technical or other forms of assistance to WFP assisted projects.

The incumbent may also benefit from attending in-house WFP trainings in pipeline management and preparation of reports.

Learning Elements:

- Appreciate the complexities involved in the management of humanitarian response operations
- Exposed to WFP policies, criteria and procedures with respect to food assistance programmes.
- Learn the procedures required in supply chain management
- Learn and appreciate on skills required in preparing various reports (pipeline reports, management reports and other donor reports)
- Learn and understand the methods and procedures involved in preparing operational and Contingency plans, project documentations, evaluation reports etc.
- Learn how to conduct UNHCR/WFP Joint Assessment Mission (JAM) and produce the relevant required reports.
- Design systems to track follow-up progress on agreed outcomes
- Produce quality minutes and action points synthesizing the outcome of meetings.
- Develop an understanding and appreciation of local customs, cultures and how to adapt in the context of work

Required skills:

1. Good presentation, writing and editing skills
2. Good analytical skills and experience in coping with situations in a multi-, inter- and trans-disciplinary manner
3. Ability to plan, prioritize, work under pressure and deliver tasks on time
4. Ability to participate effectively in a team based information sharing environment collaboration and cooperating with others
5. Builds and sustains effective relationships with internal

Essential Qualifications:

- Preferably, Masters degree in Business Management, Supply Chain management, or a field related to International development assistance with 2 years of relevant post graduate work experience
- For Bachelor degree 3 years of relevant experience
- Competence on using various computer packages (Power point, Excel, Word, etc.

Application procedures:

Go to: <http://i-recruitment.wfp.org/vacancies/10-0010853>

Step 1: Create and submit your **online CV**.

Step 2: Submit your application.

NOTE: You must complete Step 2 in order for your application to be considered for this vacancy.

Deadline for applications: 1 October, 2010

Applications received after this date will not be considered.

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

Qualified female applicants and qualified applicants from developing countries are encouraged to apply

REF: 10-0010853

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