



UN World Food Programme – Lebanon
JOB ADVERTISEMENT
VACANCY ANNOUNCEMENT NO. VA-15/2023

Post Title:	Programme Policy Officer (Refugee Response)
Contract type:	Service Contract
Post Grade:	SC8
Duty Station:	Beirut Country Office
Duration:	12 Months (Renewable based on business need and performance)
Date of issue:	10 July 2023
Closing Date:	24 July 2023

WFP seeks candidates of the highest integrity and professionalism. Selection of staff is made on a competitive basis. WFP does not charge a fee or request bank details at any stage of recruitment process. We are committed to diversity and inclusion within our workforce and encourage all qualified candidates to apply irrespective of religion or belief, ethnic or social background, gender, gender identity, and disability.

يبحث برنامج الأغذية العالمي عن موظفين لديهم درجة عالية من النزاهة والمهنية. يتم اختيار الموظفين على أساس تنافسي. لا يتقاضى برنامج الأغذية العالمي أي رسوم ولا يطلب أي معلومات مصرفية خلال أي مرحلة من مراحل التوظيف. نحن ملتزمون بالتنوع والإشراك ضمن القوى العاملة ونشجع جميع المرشحين المؤهلين على تقديم الطلبات بغض النظر عن دينهم، معتقداتهم، خلفيتهم العرقية أو الاجتماعية، جنسهم، هويتهم الجنسية أو إعاقتهم.

- This position is open to qualified **Lebanese** candidates **only**.
- Women and persons with disabilities are encouraged to apply.
- Our premises are accessible, and we are committed to accommodating any required reasonable accessible needs to remove barriers in the workplace.
- Only shortlisted applicants will be contacted.

Organizational Background:

Assisting more than 115.5 million people in 120 + countries and territories each year, the World Food Program (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies partnering with governments, and providing common services that allow the entire humanitarian community to save lives in emergencies and build the resilience of food insecure people and communities.

As the international community has committed to end hunger, achieve food security and improved nutrition by 2030, one in nine people worldwide still do not have enough to eat. Food and food-related assistance lie at the heart of the struggle to break the cycle of hunger and poverty.

WFP Lebanon provides humanitarian assistance to over 2 million vulnerable persons for food and other essential needs through cash-based transfers and in-kind food. WFP Lebanon also provides food assistance in the form of snacks and fresh food to school aged students and promotes resilient livelihoods and sustainable food systems. In addition to direct assistance to the most food insecure and vulnerable people, WFP also supports government institutions, partners, and other entities to strengthen their capacity to deliver social assistance.

To know more about WFP's mission, please check the below video:

<https://www.facebook.com/WorldFoodProgramme/videos/10154930622760178/U32T>

Organizational Context: The post is based in Beirut Country Office (CO) and the incumbent is to report to the International Program Policy Officer and under the overall supervision of the Head of Emergency Response.

Job Purpose: The position is based at the Country Office, providing support to policy and programme design, monitoring and implementation of activities under the Strategic Outcome 1 of the Lebanon Country Strategic Plan 2023-2025, that seeks to effectively meet the food and basic assistance needs of refugees and other crisis affected people. This is done in close collaboration with other Country Office Units, Field Offices, Government Entities and other partners and Cooperating Partners.

Duration: 12 months (renewable based on business need and performance)

Key Responsibilities (not all-inclusive, nor exhaustive):

The position is accountable and responsible for the delivery of quality outputs in relation to the WFP response to refugees in Lebanon, the monitoring of the activity, the annual budget planning, and reporting. Within delegated authority and under the direct supervision of the international Program Policy Officer, the incumbent will be responsible for the following duties:

- Project management support and delivery to affected population (Syrian refugees and refugees of other nationalities) ensuring a coordinated approach with wider WFP Lebanon programmes that aligns with WFP standards and procedures.
- Project implementation support of emergency crisis response to refugees, specifically in areas related to targeting and selection of beneficiaries, provision of cash assistance and Post Distribution Monitoring (PDM).
- Prepare the activity annual and monthly distribution plans and note for records'.
- Prepare project implementation plans and detailed budgets jointly with WFP sub-office staff, government and other agencies.
- Ensure that WFP is represented in relevant partnership, coordination and collaborations forums with government, United Nations agencies, donors and private sector forums among others related to LOUISE and refugees response.
- Liaise with internal and external counterparts to ensure effective collaboration and coordination, monitor ongoing CBT projects. This includes a) Participation in the different coordination platforms (BAWG, FSWG), b) Support the implementation of a coordinated/harmonized approach to CBTs with UN LOUISE agencies and other partners, including the adoption of joint analysis tools and transfer values and modalities (Minimum Expenditure Basket (MEB), Essential Needs Approach (ENA), etc.
- Liaise with LOUISE agencies for an effective implementation and monitoring of crisis response to refugees and foster up partnerships with other key actors of CBTs including WFP partners to continue moving towards more integrated multi-purpose cash models.
- Consolidate, in collaboration with the Research and monitoring team (RAM) unit, the quantitative and qualitative process monitoring data and monitoring reports, on a weekly/monthly basis, as required and put in place corrective measures where and as needed.
- Liaise with Monitoring and Evaluation unit and Communication focal points to analyse feedback from beneficiaries and provide appropriate responses.
- Prepare, in collaboration with the Research and monitoring team (RAM) Team, a range of data analysis, reports and presentations on the refugee response that focuses on e.g. food and basic needs assistance, resource utilization, programme status, performance, food security and market analysis situation) and highlight trends/issues.
- Support processes for contracting and managing implementing partnerships and receive and review narrative and financial reports from cooperating partners to ensure compliance and coherence with project implementation.
- COMET administration for the FLA's covering the Syrian response (Unconditional resources transfers URT).

- Perform regular quality control checks on all uploaded data within implementation module including reporting and validation rates, beneficiary number reconciliation with legacy data sources, and provide technical support to the Cash-Based-Transfers (CBT) reconciliation team.
- Support OIM to develop and maintain dashboards for reporting distribution plans and achievements, COMET data entry status, and reconciliation status.
- Support in developing and sustaining liaison with local government authorities, international and local NGOs, UN agencies, donors, civil society, beneficiaries, and other partners to be engaged in the field of food security and identify potential areas for collaborative approaches and initiatives.
- Support with compilation of inputs required for the monthly cash (food and non- food) requirements and share compiled information on monthly basis with relevant units for pipeline planning.
- Act as focal point for AAP/Gender and protection related to the Refugee crisis.
- Provide guidance to support staff, acting as a point of referral and assisting them with analysis and queries.

STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

Education: Advanced University (Masters) degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses

Experience: One (1) or more years of postgraduate senior professional experience (after completion of Master's degree or higher) in implementing humanitarian projects, including experience managing cash-based transfers (CBT) projects and medium size teams, or, three (3) years or more after completion of First University degree

Language: Fluency in both oral and written communication in English and Arabic languages.

Desired Skills and Knowledge:

- At least one (1) year of postgraduate professional experience in the private or public sector demonstrating high performance.
- Proven experience in humanitarian or development programme management, including cash programming.
- Experience in implementing projects addressing food security of vulnerable population is an advantage; with experience in implementing technical programs, preferably CBT (cash-based transfers) (i.e., food, nutrition, basic needs... etc.).
- Proven experience leading medium teams.
- Proven capacity to manage sensitive strategic partnerships for the design and set- up of a joint project.
- Deepened technical knowledge through exposure to technical teams in the area of humanitarian needs assessments (food or basic needs assistance).
- Proficient computer skills.
- Has developed effective relationships with partners and explored new areas to scale-up existing activities and researched new opportunities.
- Has prepared briefs to raise resources for operations and collaborated for timely registration, maintenance and update of contributions and forecasts.
- Excellent communication and interpersonal skills

It is important to WFP to create an accessible, inclusive workplace for everyone. If you require any reasonable accommodation to apply for this position or at any stage of the recruitment process, please contact lebanon.recruitment@wfp.org to advise us of any accessibility needs (e.g. more time, support to fill the form, etc.) you may have.

THE WORLD FOOD PROGRAMME DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, ASSESSMENT, INTERVIEW MEETING, OR PROCESSING). THE WORLD FOOD PROGRAMME DOES NOT REQUIRE INFORMATION ON APPLICANTS' BANK ACCOUNTS.

Applications must be submitted online:

Application procedures:

Go to: <https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=828072&company=C0000168410P>

Step 1: Create your online CV

Step 2: Click on "Description" to read the position requirements and "Apply" to submit your application

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