<u>Programme Associate- UN World Food Programme – Lebanon</u>

Assisting more than 115.5 million people in 120 + countries each year, the World Food Program (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies, and working with communities to improve nutrition and build resilience

<u>Location:</u> Tripoli, Lebanon

<u>Deadline for application:</u> December 7, 2023

<u>Contract Duration:</u> 12 months (extendable)

<u>Major:</u> degree in Economics, Business Administration, Political Science and International Affairs, Public Health or any related field

<u>Experience:</u> 6-89 years of experience in M&E, preferably in the humanitarian or development sector

<u>Major Responsibilities:</u>

- Ensure the Field Office meets corporate Monitoring and Evaluation (M&E) standards in monitoring activities, including standard operating procedures (SOPs), the Corporate Results Framework (CRF), other corporate monitoring guidance as well as data protection and privacy policies. Maintain close communication with CO M&E team for latest guidelines, updates and support.
- Identify evidence needs in consultation with management and technical units.
- Establish and maintain good partnerships with WFP's beneficiary communities, Cooperating Partners, and Third Party or Outsourced Monitoring partners where applicable.
- Ensure gender, equity, disability, protection, human rights and other inclusion issues are mainstreamed in all M&E work at the FO level as appropriate.
- Prepare monthly monitoring plans with overall guidance from the CO.
- Support in setting up remote monitoring arrangements as relevant.
- Support the design of questionnaires, question guides and data analysis plans for FO specific information needs.
- all activity sites are monitored. Report actual monitoring visits to CO on monthly basis.
- Ensure standard and ethical guidelines are followed during monitoring activities
- Assist in organizing technical support missions from the CO M&E team, evaluation teams or other missions related to M&E

<u>Additional Requirements:</u>

- Experience performing quantitative and qualitative analysis using various tools/methods.
- Strong analytical skills and ability to package and visualize data and evidence based on the needs.
- Experience with data management and analysis software (e.g. Excel, SPSS, STATA)
- Familiarity with international M&E standards and best practices
- Experience in supervising, supporting a small/medium team (preferably in different locations), and/or training others, as well as coordinating resources and organizing own work.

<u>How to Apply:</u>

Kindly send your CV or contact the Career Services Center, Email: career.services@balamand.ledu.lb, Ext. 7801; 7802