



[Programme assistant – CBT] - Role profile

Location	Mafa	Department	International
Reports to (Job Title)	Programme officer – CBT	Salary Band	G
Matrix manager (if applicable)	NA	<u>Competency level</u>	1

Role definition

Role purpose

The overall aim of the position is to assist the Programme Officer - Food Security to coordinate and manage a timely and effective food security assistance project in line with proposals, strategies, and WFP requirements.

Key outcomes

Under the direct supervision of the programme officer and in collaboration with other team members of the project and of the base, the programme assistant - food security will:

- Assist in all the beneficiary identification, registration, verification and distribution of food commodities on a monthly basis.
- Assist the CBT officer on CBT related activities such as CBT redemption monitoring on a monthly basis.
- Supervise and manage the engagement of casual labourers.
- Conduct training and sensitisation activities related to food distributions.
- Assist in Planning, supervising and monitoring training, awareness and sensitisation activities, including maintenance and verification of all supporting documentation and activities (e.g. pre- and post-tests).
- Assist in maintaining records of all activities, in order to complete timely reports for CAID and for external actors, including donors.
- Promote the rights of displaced people and affected populations, explore and assess new and better ways to provide timely, effective and appropriate assistance.
- Assist in gap analysis, needs assessment, conducting registration, receiving commodities and distributing to beneficiaries in locations adversely affected by the conflict.
- Other responsibilities as required of the position.

Role agility

Expected travel per annum Up to 30 days

On call/unsocial hours Yes, in event of Christian Aid response to humanitarian emergency.

Surge capacity for emergency responses Yes - could be required to to travel for more than 75 days p.a. and for a period of up to 3 months but for no more than 6 months p.a. with no less than one month's interval between postings unless in extreme circumstances.



In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

To support the implementation of WFP Food security project by supporting the programme officer in undertaking programme activities (community mobilization, verification, registration, distribution, monitoring and evaluation). The role also includes assisting the programme officer in planning and coordination of distribution activities, food distribution planning and reporting. There is the need to have staff who is dedicated in practical application of targeting, registration, verification, and distribution according to WFP standard.

Role requirements

Relationships

External Build strong relationships with partners, networks, donors, stakeholders and community beneficiaries.

Internal Build strong relationship with program departments, FSL/WASH Staff, MEAL officers, program managers, M&E units and all in-country and global staff.

Decision making

Make decisions to manage team effectively, from recruitment of volunteers and to day to day management of food security activities and provide technical input and overall support to the programme office - CBT. Day to day decision making in adherence to donor guidelines in food distributions while mainstreaming gender and protection. Makes decisions around project proposals, ensuring they are prepared and comply with reporting requirements. Make policy decisions that support standing and emergency issues. Contribute to shaping and implementing food security intervention and making sound decisions to support this

Budgetary/savings responsibility NA

Click here to enter text. Outline the level of authority and accountability in decision making, what resources is the post holder responsibility for? Frequency of decision making?

Analytical skills

Works on complex specialist/ technical issues. Problems and issue, risks and benefits may have implications across several departments. Required to develop new ways of doing things to better meet program goals requiring substantial creative or analytical ability.

Developing self and others

Has direct responsibility for developing, coaching and motivating a team or teams of colleagues and volunteers. Focus will be on advising and guiding programme officer – Food security on policy issues/high level procedures and direct line management responsibility may be limited.



Number of Direct reports NA Click here to enter text. The extent to which the job holder is responsible for their own work, for influencing and/or directing the work of others, acting in an advisory/specialist capacity	Overall people management responsibility Click here to enter text.
Role related checks	
Child protection clearance Standard Counter terrorism screening Required	

Person specification			
Applied skills/knowledge and expertise			
Essential			
<ul style="list-style-type: none"> • A degree in agriculture/nutrition and/or health. • At least 2 years work experience in a similar role and in a similar context • Proven experience in registration, verification and distribution in emergency relief operations is a strong advantage. • Strong understanding of protection principles and likely protection concerns arising in the Nigerian context as well as conflict sensitivity • Computer skills (primarily MS Office applications), especially Microsoft Excel. • Knowledge of the context in rural Nigeria. • Experience in complex emergencies and the ability to live and work in a very remote environment. • Ability to work under pressure and with minimum supervision. • Fluency in English, both written and verbal. Fluency in Hausa. Competency in Kanuri and/or other local languages appropriate to the target population is an added advantage. 			
Desirable			
<ul style="list-style-type: none"> • Familiarity with FSL context in North - Eastern Nigeria. • Ability to communicate fluently in beneficiaries' local language (Kanuri/Shuwa/Hausa) and English language. • A female candidate is preferred for the role. 			
Digital/IT competencies required			
Word, Excel, PowerPoint	Intermediate	Web content design & development	N/A
Internet based collaboration tools and video calling	Intermediate	Social Media	Intermediate
Data Visualisation	Intermediate		
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