



**World Food Programme - Laos
Job Description – JPO (Junior Professional Officer)**

General Information

Sector: Vulnerability Analysis and Mapping (VAM)

Title: Head of VAM Unit

Location: Vientiane, Lao PDR

Duration of assignment: Two years (one year, renewable)

Supervision

Title of the Supervisor: Deputy Country Director

Content and Methodology of Supervision: The Junior Professional Officer (JPO) will work under the overall supervision of the Country Director and the direct supervision of the Deputy Country Director, and will be an integral part of the wider Programme Unit. At the beginning of the assignment, the supervisor and JPO will sit together to develop a work plan with clear outputs and a professional development plan with identified areas for growth. Over the course of each year, they will meet at least two times on a formal basis to discuss progress and concerns. They will also interact regularly on an informal, day-to-day basis, and guidance and advice will be provided. More generally, the Country Director, the supervisor, and the Programme Unit will try to create a friendly and supportive environment where teamwork and new ideas are encouraged.

Overview of the VAM Unit

WFP Lao PDR has recently developed a new country strategy focused on reducing undernutrition. It has identified three priorities: preventing and reducing wasting; reducing stunting; and reducing micronutrient deficiencies. These priorities will be implemented through a Country Programme covering development activities and, when necessary, Emergency Operations for responding to humanitarian crises. The VAM Unit is an integral part of the Country Office's efforts to provide a strong evidence base to inform its interventions.

Duties and Responsibilities

- Lead food security and nutrition analysis
 - Inform the Country office on the latest food security developments and available information in Laos
 - Participate in the preparation and implementation of needs assessment and evaluation missions and prepare needed Terms of Reference and reports
 - Supervise VAM unit staff in conducting food security assessments and market analysis

- Advise on the Country Programme targeting
- Disseminate the findings of VAM analysis in appropriate fora with government, donors, UN agencies and researchers
- With the support of the VAM units in Bangkok and in Rome, guide the updating of food security and vulnerability analysis at the country office level
- Mapping
 - Supervise VAM unit staff in producing relevant maps describing the food security situation in Laos
 - Liaise with Management, Programme and Support Units on mapping needs
- Programme support
 - Advise the Programme Unit on geographic targeting and village level food security assessments
- Training
 - Participate in the country office's effort to improve staff knowledge and competencies related to food security and nutrition
 - Participate in building the capacity of the Lao Government in producing good quality information relevant to the monitoring of the food security and nutrition situation in the country
- Representation
 - Participate in a number of inter-agency working and theme groups related to food security and nutrition
- Other duties
 - Perform other duties as required

Qualifications and Experience

Required	MA or MSc in Social Sciences, Political Sciences, Economics, Business Administration, Agriculture, Nutrition, International Affairs or related field. Excellent ability to communicate (verbally, writing and reading) in English. Experience in utilizing computer programmes, including MS Office (Word, Excel, and PowerPoint)
Desirable	Experience in carrying out food security and nutrition assessments Ability to use statistical packages such as SPSS or STATA to analyze data Experience in mapping data Monitoring and evaluation experience.
Skills	Written and spoken proficiency (level B) in a second UN language. Experience working in a team environment, involving people of different nationalities and/or cultures. Ability to collect and analyze data.

Ability to communicate clearly and concisely both orally and in writing.
Willingness to travel to remote areas under difficult conditions.

Training components

The Country Office will strongly support the JPO in taking on this challenging task through several types of training. The first will focus on orientation. While WFP provides induction training at its Headquarters, the Country Office will also arrange a comprehensive orientation on activities and procedures in WFP Laos. The JPO will meet with senior staff to receive briefings and updates on various aspects of the Country Office's work. Second, the JPO will benefit from on-the-job training opportunities. S/he will travel extensively within WFP's target areas and, during those trips, will learn from experienced field staff and accompanying senior management from Vientiane. Third, the Country Office will encourage the JPO to take advantage of online trainings through WFP's corporate system and will try to support regional or international trainings in areas relevant to VAM work.

Learning elements and expected outputs

By the end of the JPO's term, it is hoped that the officer will be able to confidently:

- Lead major assessments and develop convincing, evidenced-based reports with recommendations
- Manage staff in a supportive way
- Think creatively about data analysis and mapping and carry ideas forward