

Information Management Associate - Food Security Sector- UN World Food Programme

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

Location: Beirut, Lebanon

Deadline for application: June 2, 2024

Contract Duration: 12 months (extendable)

Major: degree in Computer science, Computer Engineering, Economics, or any related field

Experience: 6-8 years of experience in relevant field, with knowledge in data management and visualization

Major Responsibilities:

- Support the FSS-CC in preparation of needs overviews, response plans, sector log frame, PiNs and targets.
- Support the FSC-CC in logistical arrangements and organization for the IPC analysis.
- Monitor of FSS partners' monthly progress and financial reporting.
- Collect and disseminate available food security and agriculture assessments.
- Maintain sector mailing lists.
- Maintain updated global food security cluster (gFSC) country and the FSC Humanitarian Response webpages with all relevant material.
- Conduct capacity building for FSS partners.
- Contribute to the development internal and external reports (Sitreps, monthly and quarterly dashboards, sector presentation updates, etc.).
- Coordinate the logistical arrangements of meetings, disseminate minutes and deliver regular updates during FSS meetings at national and regional levels.
- Engage with external coordination mechanisms including the gFSC, Inter-Sector coordination groups and IM Working Group, sharing information as needed, regularly attend IM thematic meetings and responding to requests.
- Perform any other duties as required.

Additional Requirements:

- Experience in using advanced Excel
- Experience in data visualization and mapping: ability to collect and organize data for map production, map production (using ArcGIS, QGIS, or any other mapping tools)
- Experience in presenting information in understandable tables, charts and graphs.
- Experience in Data analysis using statistical software
- Knowledge in Assessment, Survey, and Monitoring and Evaluation

How to Apply:

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