

## Cash for Work Specialist - Kirkuk/Tooz

Location: [Europe & the Middle East] [Iraq]

Town/City: Kirkuk

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

### **PURPOSE OF POSITION:**

The purpose of this position to provide overall leadership and technical guidance for the Cash for Work projects in UNDP project in Salah al-Din (Tooz) in line with CfW set standards and regulations. The position will also provide support for humanitarian response and DRR coordination for the project.

### **MAJOR RESPONSIBILITIES:**

#### **Cash for Work Management**

- In coordination with Programs, ensure that CfW assistant projects are designed and developed in alignment with WV Strategy, Sphere standards, CfW standards and other accepted standards
- Coordinate and manage technical implementation and evaluation components.
- Responsible for the development of CfW project BoQs in coordination and consultation with relevant government departments and Technical advisors to ensure quality and efficiency (Value for Money).
- Ensure timely and successful implementation of CfW Projects in accordance with WV and Donor expectations.
- Coordinate the implementation of mandatory assessments, cost-effectiveness and risk analysis prior to a cash intervention, prepare project plan with government and community for each infrastructure that has been identified for rehabilitation, and other preliminary work that will guide

the eventual choice of best transfer modality for operations, ensuring compliance with Cluster and Donor policy and strategic objectives.

- Coordinate with relevant government department in identification of environment and social safeguards for the rehabilitation work putting in place proper mitigation measures to ensure there is no harm.
- Facilitate the training of CfW beneficiaries in collaboration with government department – skills assessment of CfW beneficiaries.
- Facilitate the development of short-term training of CfW beneficiaries in coordination with relevant government department and private sector.
- Ensure integration of gender sensitivity to the CfW project as well as safeguarding
- Carry out community mobilization, beneficiary selection and registration process timely, transparently, anticipatorily and dignified manner in accordance with program guidelines and WV Iraq policies and code of conduct.
- Develop selection criteria of CFW participants with communities; register CFW beneficiaries; select and contract with financial service provider; establish and agree on working procedures; establish wage rates with communities; distribute CFW tools/equipment; monthly cash distribution to beneficiaries; develop M&E strategy; conduct process and impact program monitoring.
- Outreach/liaise with community leaders on projects; identify and/or form one project committee per community; establish supervision and monitoring strategy; select projects in collaboration with communities and local authorities; verify technical specifications for work to be undertaken;
- With support from the Project Manager establish MoU with local authorities;
- With support from MEAL establish accountability and feedback mechanism; rehabilitate selected projects.
- Provide direct oversight/coordination to all cash assistance project management in the zones.

- Foster integration of Cash Programming with other sectors such as Food Security, Nutrition and Health, WASH and Education
- Ensure effective performance management through supervision of the MEAL Officer and matrix relationships
- Manage all CfW related activities; annual planning, import tasks, receipt and storage in warehouse, and all distribution related tasks.
- Ensure all operations are implemented as per donor's Regulation and WV's standards.
- Provide guidance on CfW type of items requested for project implementation.
- Develop & Manage the CfW tracking documents.
- Ensure proper warehouse management standards are in place

### **Coordination and networking with other agencies and donors**

- Coordinate representation of WV in National Coordination forums/Sector working groups/Clusters
- Liaise with different units (Supply Chain, Finance, MEAL, Technical Advisor, Security and Admin) to ensure coordinated preparation and implementation of cash for work projects.
- Coordinate with MEAL to regularly collect market prices and closely monitor effects on local markets in the respective areas of operation.
- Liaise with Finance unit to ensure the payments are processed in time and work in identifying areas of improvement for the cash payment process.
- As required, identify opportunities to link the Cash distribution modalities and create synergies with other programme initiatives.
- Establish and maintain good relations with external stakeholders

- Lead project activities and objectives negotiations discussion with local authorities

### **Data collection and reporting<sup>15</sup>**

- Development of context specific tools for data collection for CfW
- Support Project Manager in data collection and report writing
- Consolidate data for donor reporting

### **Monitoring, Evaluation, Accountability, Learning and Reporting-**

- Ensure timely submission of quality project reports to programs.
- Ensure that CfW system is in place and utilized to generate all reports.
- Ensure that complaints and feedback mechanisms are established to ensure that communities' concerns are addressed.
- Ensure assessments, monitoring and evaluation of all CfW projects as appropriate.
- Ensure quality preparation of program reports/documents for dissemination to various stakeholders including timely uploading and approval.
- Facilitate knowledge sharing and collaborative learning through internal avenues such as community of practice
- Create an environment for innovations that will lead to operational efficiencies

### **Risk Management**

- Facilitate development of risk registers for Cash program

- Ensure management of risks associated with the Program
- Track all incidences that are potentially injurious to the program and identify mitigation measures according to the laid down procedures.
- Ensure that findings and recommendations from various accountability mechanisms such as Peer Review, Operational and Finance Audits, Programme evaluations, Programme Capability Review, Monitoring/Evaluation reports, Complaints & Response Mechanism reports are acted upon in a timely and effective manner.

### **Capacity Building**

- Ensure all relevant trainings on Cash programming are conducted.
- Support staff capacity development plans
- Provide coaching and mentorship to CfW Staff

### **Others**

- Perform any other duties as assigned by the Supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- A bachelor's degree in social sciences/community development or related fields. An advanced degree is preferred.
- Have at least 5 years' experience in Humanitarian Industry and at least 2 years management experience of food/cash/commodity programming/DRR
- Experience in engaging with donors and fundraising
- Effective in written and verbal communication in English.

- Exposure to cash/food assistance programs within and without the country.
- Exposure to commodity/GIK and warehouse management.
- Work experience in implementing DRR and or emergency response programming
- They must have both an extensive conceptual understanding of and demonstrated practical command for implementing program design, management and evaluation principals
- The holder of this position must be a results orientated leader who can manage and satisfy multiple and at times conflicting organizational, donor and other stakeholder demands.
- He /she must also have solid public relations skills and be a strong team player.
- Must be team player and have good management/supervision skills.
- Should be a problem solver and have good analytical skills.
- Must be computer literate
- Ability to effectively develop rapport and relate to donors, NGOs, counterparts, and government agencies
- Must be willing to work and live in harsh and demanding environment.
- Fluency in English and ability to write well and express ideas in a sensitive manner within the context of a humanitarian approach.
- Possess excellent presentation skills.
- Knowledge of humanitarian standards.
- Knowledge and Experience in World Vision DMT processes, food and cash programming and SO relationship is preferable.

## Work Environment

- Typical office, warehouse and field based.
- The position requires ability and willingness to travel domestically and internationally up to **40%** of the time.