

Job Title: Administration Assistant SC5-VA025/2017- Aleppo

DEADLINE FOR APPLICATIONS

From 28 March 2017 to 11 April 2017

CONTRACT TYPE & DURATION

Type: Service Contract SC5

Duration: One year

Duty Station: Aleppo- SYRIA

ABOUT WFP

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. WFP pursues a vision of the world in which every man, woman and child has access at all times to the food needed for an active and healthy life. The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for Administrative Assistant, Based in Aleppo.

ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaus (RBs), and Headquarters (HQ). The Job holders report to a Head of Unit, Chief, Administration Officer, or the designate.

At this level job holders are expected to take responsibility for completion of a range of processes and activities requiring some interpretation of standard guidelines/practices. Job holders are able to recommend a course of action to staff at various levels and may allocate tasks to other support staff.

JOB PURPOSE

To support effective delivery and maintenance of client-focused, value-for-money oriented quality administrative practices.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Check the provision of a range of services, including facilities and light vehicle management, travel, protocol related, etc., maintaining information, to contribute to the provision of a safe and comfortable working environment.
2. Collate and process information including dissemination to support the production of standard documents and reports for the unit, to enable decision-making and the effective management of resources.
3. Manage and maintain paper and electronic records within the area of responsibility in accordance with established procedures, to ensure swift and easy data access as required.
4. Undertake research and perform basic analyses of data, to contribute to the provision of accurate information and effective management of resources.
5. Be a first point of contact for internal queries, to facilitate the provision of efficient and effective resolution of daily issues.
6. Provide inputs to routine methods and practices in own area of work, to support the continuous improvement of services provided.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Experience: Four or more years of progressively responsible work experience in the relative business stream including one year in administrative work exclusively.

Language: Fluency in both oral and written communication in English and Arabic.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has demonstrated an ability to perform all routine administrative activities in line with WFPs operating standards through day to day work
- Has supported in providing ad-hoc guidance to new staff members

TERMS AND CONDITIONS

Please upload your CV in English

Only short-listed candidates shall be contacted.

Candidates must get an auto confirmation email once applying

Female candidates are strongly encouraged to apply.

HOW TO APPLY

WFP staff :

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=22604&company=C0000168410P&username=>

External Candidates :

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=22604&company=C0000168410P&username=>