

# Job Title: National Administration Officer FT NOA Damascus VA090-2017

## Re-advertisement of VA057/2017

### DEADLINE FOR APPLICATIONS

From 23 July 2017 to 06 August 2017

### CONTRACT TYPE & DURATION

Type: Fixed Term.

Duration: One year

### ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

### ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ). Job holders in the field typically report to the Country Director or the designate. Job holders in RBs or HQ typically report to a more senior Administration Officer. Job holders are likely to be working under the supervision of a more experienced staff member, receiving guidance and regular feedback on work performed.

### JOB PURPOSE

To support the delivery of quality, customer-focused, value for money administrative services that enable staff in country/location operations to deliver food assistance to beneficiaries, in line with WFP's strategy.

### KEY ACCOUNTABILITIES

1. Contribute to a WFP country plan, including administrative processes, aligned with country and wider WFP strategies and policies to facilitate efficient and effective administration services.
2. Support the development of annual plans and implementation of policies, systems and procedures to support WFP strategic objectives.
3. Collate data and prepare data analysis to provide management and clients with the accurate information and reports for efficient planning and decision-making.
4. Support management of existing resources in the area of responsibility (e.g. WFP managed facilities, assets and travel management, etc.) and assist in identification of new requirements aiming at efficiency, cost-effectiveness and timeliness of operations and services.
5. Facilitate the compliance of the services provided (e.g. WFP managed facilities, assets and travel management, etc.) with the corporate Occupational Safety and Health Policy.
6. Support a culture of environmental sustainability throughout WFP by role modelling actions that drive sustainability in all administrative activities.
7. Guide and supervise junior staff, acting as a point of referral and supporting them with analysis and queries.
8. Maintain the partnership with WFP stakeholders, other UN agencies and local government offices.
9. Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.
10. Other as required.

### STANDARD MINIMUM QUALIFICATIONS

**Education:** University degree in Business/Public Administration, Engineering, or other relevant field relating to office management and administration.

**Experience:**

Minimum One year of progressively post graduate professional experience (post graduate i.e. after university degree) in the fields of administration fleet management, travel, assets and data management.

Has demonstrated a high level of proficiency in WFP administrative operation standards in day to day work.

Has provided coaching or training to new staff members within area of expertise.

Language: Fluency (level C) in English and Arabic languages

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## 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 candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=60322&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=60322&company=C0000168410P&username=>