

# Job Title: Administration Assistant GS5-VA013/2017- Qamishly

## DEADLINE FOR APPLICATION

From 21 February 2017 till 6 March 2017

## CONTRACT TYPE & DURATION

Type: Fixed Term - GS5

Duration: One year

## 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 Qamishly.

## 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.

## FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
<b>Business Support Services &amp; Reporting</b>	Exhibits ability to convert business plans into clear actions for team members to support the implementation of the program. Collects and reports data to draw out fact-based insights.
<b>Internal Controls &amp; Risk Management</b>	Demonstrates basic knowledge of internal controls, risk management, and monitoring mechanisms and their applicability to immediate client's critical activities.
<b>Resource Management</b>	Monitors trends in staffing and resource usage to anticipate and escalate potential issues to programme leaders and key clients.
<b>Specialised Knowledge in Administrative Services</b>	Demonstrates a broad or specialist knowledge of administration best practices, techniques and processes, and a good grasp of WFP standards, processes, and infrastructure in area of responsibility; applies this to ensure the provision of efficient and effective administration services.

<b>Customer Focus</b>	Monitors and supervises administrative work against the established standards and protocols for service excellence. Ensures that customer problems are identified and resolved.
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## STANDARD MINIMUM QUALIFICATIONS

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

Experience: Three 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=18263&company=C0000168410P&username=>

### External Candidates:

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=18263&company=C0000168410P&username=>