

Job Title: Business Support Assistant (Security)G5 Damascus VA017-2019

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

From 17 February 2019 to 03 March 2019

TYPE OF CONTRACT/DURATION

Type of contract : 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 performing front office management functions typically report to the Deputy Directors or Head of Offices. In cases where these positions support a specific business stream, the reporting line may be to the Head of Unit, Chief, or the designate.

At this level job holders are expected to take responsibility for completion of a range of business support 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 more junior colleagues.

KEY ACCOUNTABILITIES (not all-inclusive)

- Support the Head of Unit in liaising with Field Security Officers (FSOs) and Local Security Assistants (LSAs) to collect, organize, and present information on WFP Syria's level of compliance with security measures and procedures including: the implementation status of Security Risk Management Measures (SRMM), implementation status of Security Assessment Mission (SAM) and Audit recommendations.
- On delegation of the Head of Unit, act as the Focal Point for consolidating and sharing Aviation Risk Management Safety ratings and authorisations for commercial airlines.
- Liaise with the Syria Security team to notify on the preparation of the weekly report and ensure that all security reports (Daily, Weekly, Quarterly and *ad hoc*) are uploaded to the security dash-board on a monthly basis.
- Support the Head of Unit in liaising with FSOs and LSAs to consolidate security incident reports and reflect incident data in an Incident Tracking System and Dashboard.
- Manage security mailing and distribution lists.
- Act as the focal point for Women Security Awareness Trainings (WSAT) including identifying and reporting on training requirements and, liaising with WSAT trainers to make necessary arrangements to conduct trainings.
- Liaise with WFP Syria Human Resources Unit to consolidate records of mandatory trainings for staff.
- Act as the Focal Point for Procurement, including the creation of Purchase Requisitions, Goods Receipt Notes, Service Entry Sheets on WINGS and manual PRs.
- In liaison with the Finance Unit, prepare and present to the Head of Unit budget allocation, utilization and expenditure analysis of the Security Unit.
- Assist in preparing travel and admin related materials for the Security Officers.
- Take dictation and/ or draft correspondence on a variety of subject matters, ensuring that spelling, punctuation, and format are correct; type correspondence, documents, and reports, some of this communication are highly confidential.
- In charge of the Leaves, Attendance, Stationary, Uniform & Logistics orders.

STANDARD MINIMUM QUALIFICATIONS

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

Desirable : University degree in Business Administration or a field related to management / administration .

Experience: Five or more years of progressively responsible work experience in administration or business management.

Desirable functional Skills:

- Knowledge of WFP administrative rules and procedures
- Knowledge and working experience of the United Nations Security Management System
- Familiarity with data sciences and analytics or Management Information Systems is a distinct advantage.
- Expertise in the use of MS Excel

WORK-LIFE BALANCE

WFP is dedicated to promoting and maintaining the highest degree of physical, mental and social wellbeing of all staff members. Accordingly, it seeks to offer a safe and healthy working environment focusing on balancing the professional and personal demands of its personnel of all contract types and thus WFP offers flexible working options.

TERMS AND CONDITIONS

- o Please upload your professional CV in English in **PDF format** making sure to include the following in terms of "Experience":
- o **Company/Organization name and scope of work of the organization**
- o **Exact Position Title**
- o **Contract type:** *part-time, full-time, volunteer, consultant, or freelancer*
- o **Start and End date of Employment for each position:** *From (dd/mm/yyyy) to (dd/mm/yyyy)*
- o **Responsibilities:** *To mention the main responsibilities that highlight your gained skills and experience*
- o A proof of your experience will be required in the final stage of recruitment.
- o Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted.
- o *Candidates must get an auto confirmation email once application is submitted.*

HOW TO APPLY

(If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar)

Internal candidate:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=103648&company=C0000168410P&username=>

External candidate :

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=103648&company=C0000168410P&username=>

As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity, [Females and Individuals with Special Needs are strongly encouraged to apply.](#)

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.