

Job Title: Business Support Assistant (Security Unit) SC4 VA069-2017

POSTING DATES

From 12 June 2017 to 26 June 2017

CONTRACT TYPE & DURATION

Type: Service Contract.

Duration: Six months.

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.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education.

Experience: Four or more years of progressively responsible work experience in the relative business stream with experience in general administrative work.

Knowledge & Skills:

- Proficient in the use of office equipment and computer software packages, such as Microsoft Word.
- Knowledge of work routines and methods in order to complete processes under minimal supervision.
- Uses tact and courtesy to give and receive information to a wide range of individuals.
- Ability to identify data discrepancies and rectify problems requiring attention.
- Ability to offer guidance or basic on-the-job training to more junior staff.

Language: Fluency (level C) in English language and Arabic language.

ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ). Job holders may either perform administrative support functions in the front office and report to the Business Support Associate, or provide administrative support to team(s) with the reporting line to the relevant Head of Unit, Chief, or the designate. In cases where these positions support a specific business stream, the reporting line may be to the relevant Head of Unit, Chief, or the designate.

At this level, work is carried out under minimal supervision. Job holders are expected to produce organised and accurate work, undertaking specific business support activities. They may offer guidance on standard practices to more junior staff in their area of work.

JOB PURPOSE

To deliver standard business support processes for a specific professional area of work, to facilitate effective service delivery.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Assisting in preparing security-related materials for the Security Officers;
2. 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;
3. Identify and extract information from various sources and prepare notes and/ or resume for inclusion in correspondence;
4. Maintain the Security Officers calendars and schedule meetings on their behalf; brief the officers on matters to be considered prior to scheduled meetings;

5. Maintain and update the office's filing and reference system including confidential files such as SIR and staff info forms;
6. Prepare Syria CO Consolidated Emergency Contacts Report and report the Staff Overview report and the International Head Count to the management and UNDSS on daily basis;
7. Coordinate with the Transportation Team to find the best and financially most feasible travel arrangements that fit the Security Team schedules;
8. Assisting the Security Team in submitting their TA tracking sheets, TECs, attendance sheets, leave applications, and security clearances.
9. Acting as the Focal Point for Procurement which implies Create Purchase Requisitions, Goods Receipt Notes, Service Entry Sheets on WINGS and manual PRs.
10. Communicating with other agencies for various issues related to receiving medical kits and printing WFP IDs;
11. Preparing the Procurement yearly plan;
12. Maintaining records for loan forms, training courses;
13. Organizing some security-related trainings for WFP staff members such as First Aid Training and SSAFE;
14. Assisting in collecting supporting documents requested in some audit conducted exercises;
15. Perform other related tasks, as required.

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.*

DEADLINE FOR APPLICATIONS

WFP Candidates:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=56641&company=C0000168410P&username=>

External Candidates:

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=56641&company=C0000168410P&username=>