

# Job Title: Administration Assistant SC5 -Damascus VA035-2018

**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 11 April 2018 till 25 April 2018

## TYPE OF CONTRACT

Type of Contract : Service Contract (SC5)

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.

## 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, asset management, vendor master creation etc., maintaining information, to contribute to the provision of a safe and comfortable working environment.
2. Support the administration unit with database management and entry.
3. 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.
4. 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.
5. Undertake research and perform analyses of data, to contribute to the provision of accurate information and effective management of resources.
6. Be a first point of contact for internal queries, to facilitate the provision of efficient and effective resolution of daily issues.
7. 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.

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

## FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
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<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.

## OTHER SPECIFIC JOB REQUIREMENTS

This section is optional to describe additional responsibilities & knowledge required for the specific job

## DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Four years or more of progressively responsible work experience in the relative business stream including one year in administrative work exclusively
- 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
- Knowledge on database management, and data entry
- Ability to carry out basic data analysis and independently rectify problems requiring attention.

## 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.

## HOW TO APPLY

Internal candidate :

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=79986&company=C0000168410P&username=>

External candidate :

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=79986&company=C0000168410P&username=>

## **Female applicants and qualified applicants from developing countries are especially 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.*