



VACANCY ANNOUNCEMENT VA No. 078/2015

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for the following post:

Issuing Date	31 August 2015	Closing Date	14 September 2015
Post Title	Business Support Assistant	Duty Station	Tartous
Contract Type	Service Contract	Grade/Level	SC4
Duration	Six months	Unit	Administration

Duties and Responsibilities:

Within delegated authority, the incumbent will be responsible for the following duties:

- Gather information with clear direction to support the drafting of documents and preparing reports by other staff.
- Respond to queries and escalate where appropriate, in order to provide a timely and accurate service to clients.
- Support processing and managing routine administrative and financial tasks in various functional areas, to contribute to the effective and timely management of resources.
- Provide revision and proof-reading services for standard documents, to contribute to the development of accurate documentation.
- Take responsibility for the maintenance of set standard systems and files, to ensure information is accurate and readily available for the function.
- Identify simple discrepancies in statistics and data, such as missing information, and report to senior staff in order to support clients to deliver their work.
- Take responsibility for data integrity to facilitate availability of accurate information in corporate systems.
- Provide guidance on routine business support methods and practices to junior colleagues to ensure services are delivered consistently and to the required standards.
- Work with a variety of individuals, taking on feedback where appropriate to assist in business support delivery for staff.

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

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

HOW TO APPLY

Applications must be submitted online
Application procedures:

To view the job description and apply to this vacancy please go to:
<http://i-recruitment.wfp.org/vacancies/15-0018098>

- **Step 1:** [Create your online CV](#)
- **Step 2:** Click on "[Apply](#)" to submit your application (please note that you must complete step two in order for your application to be properly submitted).

Only short-listed candidates shall be contacted.

Female candidates are strongly encouraged to apply.