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Management Services Assistant (Travel) (G5) (Damascus CO) VA009-2026

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- Fully Present
- Damascus, Syria, The Arab Republic O
- Full time
- Posted 5 Days Ago
- JR121639

DEADLINE FOR APPLICATIONS

15 April 2026-23:59-GMT+03:00 Eastern European Time (Damascus)

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and

using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

As Syria navigates a new chapter marked by historic opportunities and enduring challenges, the scale of humanitarian needs remains overwhelming. Today, more than 70 percent of Syria's population continues to depend on some form of humanitarian assistance. Over half of the population is grappling with food insecurity, with nearly 3 million people facing severe food insecurity. Around 7 million people remain displaced internally, while more than 4 million are refugees in neighbouring countries. Since December 2024, hundreds of thousands of refugees and internally displaced Syrians have begun returning to their areas of origin. Many more plan to return and will require vital support as they reintegrate.

The United Nations World Food Programme (WFP) is the largest humanitarian agency operating in Syria since 1964 and is uniquely positioned to support Syrian communities in their recovery through its expansive reach and scale. WFP's interventions prioritize emergency relief and resilience-building efforts focused on the most severely food insecure populations. Additionally, WFP is a key actor in the country's social protection sector also plays a vital role in strengthening Syria's social safety-net systems.

Operating under its 2022-2026 Interim Country Strategic Plan (iCSP), WFP addresses the growing food and nutrition needs livelihood, resilience and early recovery, and reviving food systems, in close collaboration with the Syrian government, humanitarian and development stakeholders.

CONTRACT DETAILS:

Contract Type: Fixed Term (G5)

Duration: 12 months

Duty Stations: Damascus Country Office

Number of required employees: 1

JOB PURPOSE:

To support the effective and timely delivery of high-quality, client-focused administrative and travel services that enable WFP Syria to implement its life-saving and resilience-building activities. The Management Services Assistant contributes to efficient travel management, ensures compliance with WFP policies, and supports operational continuity in a context of large-scale humanitarian needs and ongoing population movements across the country

ACCOUNTABILITIES/RESPONSIBILITIES: (not all-inclusive, nor exhaustive);

- Act as the key Travel Focal Point (TFP) for the Country Office and primary liaison with the Travel Management Company (TMC) and airlines.
- Reserve domestic and international air tickets according to WFP/UN standards for all WFP Official Missions and Assignments
- Process and monitor Travel Authorizations (TAs) for national and international staff in the required systems, ensuring all mandatory supporting documents are correctly uploaded.
- Ensure all travel requests comply with WFP/UN travel rules, including correct application of DSA, Terminal Expenses, and accommodation standards when processing Travel Expense Claims.
- Follow up with Travelers and Field Offices to ensure that all travel related actions including amendments, extensions, and cancellations are completed accurately and within the required timeframe.
- Monitor outstanding travel actions including open items in the required system and follow up on TRIP releases, coordinating with Finance to finalize all travel related payments.
- Review and process payments to travel agencies, verify invoice accuracy, and forward them to Finance for timely settlement.
- Assist in preparing the travel budget and maintain accurate budgetary control and expenditure records.
- Prepare monthly travel reports and ensure all trips and travel files are closed according to established schedules.
- Provide guidance and support to staff and offices on WFP travel procedures, including planning and coordinating group or event travel activities.
- Perform any other related duties as required and other duties to support the Management Services Unit

QUALIFICATIONS & EXPERIENCE REQUIRED:**Education:**

Completion of secondary school education or post-secondary certificate in the related functional area.

Experience:

At least 5 years of responsible experience in Administration, Project Management, HR, Finance, Business Support or Travel related domains.

Knowledge & Skills:

Proficient in the use of office equipment and computer software packages, such as SAP Systems and Microsoft Office Packages

Ability to identify data discrepancies and rectify problems requiring attention to detail

Knowledge of work routine and methods to complete processes under minimal supervision.

Demonstrate excellent communication and interpersonal skills when liaising with internal and external clients.

Participate in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment.

Ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

Languages:

Fluency in both oral and written communication in English & Arabic languages

Note: General Service positions are locally recruited. Only candidates who are nationals of the duty station country or who already hold valid work authorization are eligible for consideration.

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact:

global.inclusion@wfp.org

NO FEE DISCLAIMER

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REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- All applications must be submitted exclusively through our online recruiting system. We do not consider CVs or applications sent by email, LinkedIn, or any other channel.
- We strongly recommend that your Workday profile is accurate and complete, and that all sections are filled in, including your employment history, academic qualifications, language skills, and UN grade (if applicable). Once your profile is completed, please apply, and submit your application.
- If you experience technical issues while submitting your application, you may contact us at global.hrrecruitment@wfp.org. Please note that this email is **only** for technical issues with an application - **unsolicited applications or documents sent to this inbox will not receive a reply.**
- At the application stage, the only required documents are your CV and Cover Letter. Additional documents (passport, certificates, recommendation letters, etc.) may be requested later in the process.
- Only shortlisted candidates will be contacted and invited to proceed to the next stage of the recruitment process.