



VACANCY ANNOUNCEMENT VA No. 012/2015

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

Issuing Date	25 March 2015	Closing Date	08 April 2015
Post Title	Office Assistant	Duty Station	Tartous
Contract Type	Service Contract	Grade/Level	SC3
Duration	Six Months	Unit	Administration

Duties and Responsibilities:

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

- Extract and input data from various sources in administrative, human resource, procurement, logistics and other WFP corporate systems.
- Respond to a variety of enquiries from staff in the office and elsewhere in the Programme and supply readily available information from office files, databases or routine information by liaising with other offices as appropriate.
- Update charts and tables utilizing graphic tools, design hard copy and computer resident forms; update and track computer assisted processing of administrative actions.
- Prepare a variety of material such as correspondence, basic reports and parts of larger papers;
- Search for, retrieve, compile, assemble and archive a variety of statistical data from computer files, records, reports or from other sources for external use.
- Assist in the preparation of administrative reports; draft routine correspondence; correct texts or data.
- Operate a variety of office equipment such as photocopier, facsimile, printer, scanner, and maintain supplies; produce photocopies and packages of materials for meetings as required.
- Check accuracy of basic calculations, coding, and data.
- Make travel arrangements, request travel advances and prepare travel documentation as required.
- Receive telephone calls and office visitors and refer them to the appropriate source or reply personally to queries when possible.
- Collect, sort and distribute correspondence, reports and other material and transmit correspondence, documents, etc, via electronic mail, fax, courier service or other means;
- Provide assistance to all staff on services such as travel, expense claims, document retrieval, inventory, etc.
- Set up, classify and maintain unit files.
- Perform other related duties as required.

Qualifications:

Education: Secondary school education degrees.

Experience: At least two years experience in support functions; keyboard skills and knowledge of simple record-keeping procedures.

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

Knowledge: Experience utilizing computers, including word processing, spreadsheets and other software packages.

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/15-0017620>

- **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.