

Job Title: Administration Assistant SC5 - Deir Ezzor VA044-2019

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 23 May 2019 till 06 June 2019

TYPE OF CONTRACT

Type of Contract: 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.

ORGANIZATIONAL CONTEXT

This position is in WFP's field office in Dier Ezzour. At this level the job holder is expected to take responsibility for completion of a range of processes and activities requiring some interpretation of standard guidelines/practices. Job holder should be able to recommend a course of action to staff at various levels and may allocate tasks to other support staff jobs found in Field Office or the Country Office.

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.

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Helps teammates articulate WFP's Strategic Objectives.
- Be a force for positive change: Suggests potential improvements to team's work processes to supervisor.
- Make the mission inspiring to our team: Explains the impact of WFP activities in beneficiary communities to teammates.
- Make our mission visible in everyday actions: Articulates how own unit's responsibilities will serve WFP's mission.

People

- Look for ways to strengthen people's skills: Trains junior teammates on new skills and capabilities.
- Create an inclusive culture: Seeks opportunities to work with people from different backgrounds.
- Be a coach & provide constructive feedback: Serves as a peer coach for colleagues in same area of work.
- Create an "I will"/"We will" spirit: Tracks progress toward goals and shares this information on a regular basis with supervisor.

Performance

- Encourage innovation & creative solutions: Explores ways to consistently be more efficient and accurate in own areas of work and shares new methods of work with colleagues.
- Focus on getting results: Focuses on getting results and tracks trends in completion rates for own tasks to identify opportunities for efficiency.
- Make commitments and make good on commitments: Takes responsibility for own tasks and notifies supervisor as soon as possible of potential delays in meeting deadlines or commitments.
- Be Decisive: Independently decides what action to take when faced with critical choices in the workplace or in dangerous situations in the field.

Partnership

- Connect and share across WFP units: Suggests opportunities for partnering with other units to supervisor.
- Build strong external partnerships: Identifies opportunities to work with colleagues and partners in the field towards common goals.
- Be politically agile & adaptable: Develops an understanding of the value of WFP's teams and external partners in fulfilling team's goals and objectives.
- Be clear about the value WFP brings to partnerships: Aligns own activities with supervisor's priorities to fulfill internal and external partner needs.

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 .

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- **Four years of proven experience in Administration, Finance, or relevant fields.**
- Has demonstrated an ability to perform all routine administrative activities in line with WFPs operating standards through day to day work.
- Knowledge of the United Nation Organizations admin and finance procedures is an asset.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Business Support Services & Reporting	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.
Internal Controls & Risk Management	Demonstrates basic knowledge of internal controls, risk management, and monitoring mechanisms and their applicability to immediate client's critical activities.
Resource Management	Monitors trends in staffing and resource usage to anticipate and escalate potential issues to programme leaders and key clients.
Specialised Knowledge	Demonstrates a broad or specialist knowledge of administration best practices, techniques and processes, and a good grasp of WFP

In Administrative Services	standards, processes, and infrastructure in area of responsibility; applies this to ensure the provision of efficient and effective administration services.
Customer Focus	Monitors and supervises administrative work against the established standards and protocols for service excellence. Ensures that customer problems are identified and resolved.

TERMS AND CONDITIONS

- Please upload your professional CV in English in **PDF format** making sure to include the following in terms of "Experience":
 - **Company/Organization name and scope of work of the organization**
 - **Exact Position Title**
 - **Contract type:** *part-time, full-time, volunteer, consultant, or freelancer*
 - **Start and End date of Employment for each position:** *From (dd/mm/yyyy) to (dd/mm/yyyy)*
 - **Responsibilities:** *To mention the main responsibilities that highlight your gained skills and experience*
- A proof of your experience will be required in the final stage of recruitment.
- *Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted.*
- *Candidates must get an auto confirmation email once application is submitted.*

HOW TO APPLY

If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar

Internal candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=105441&company=C0000168410P&username=>

External candidates

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=105441&company=C0000168410P&username=>

As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity,

Females and Individuals with Special Needs are strongly 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.