

Job Title: Business Support Assistant (Finance) G5 Damascus VA081-2019

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 15 October 2019 till 29 Oct 2019

TYPE OF CONTRACT/DURATION

Type of contract : Fixed Term

Duration : one year

No of required employees : 1

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 Bureaux (RBs), and Headquarters (HQ). Job holders performing front office management functions typically report to the Deputy Directors or Head of Offices. In cases where these positions support a specific business stream, the reporting line may be to the Head of Unit, Chief, or the designate.

At this level job holders are expected to take responsibility for completion of a range of business support 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 more junior colleagues.

JOB PURPOSE

To deliver a wide range of business support processes and activities for a specific professional area of work, to facilitate effective service delivery.

KEY ACCOUNTABILITIES (not all-inclusive)

- Manage the timekeeping for the Finance Unit, including Leave Plans, Sick Leave, R&R requests.
- Prepare and manage the travel plans for the Finance Unit, including TAs, transport requests, security clearance, DSA advances, and others.
- Manage all invoices including registration and stamping when received.
- Scan invoices,.
- Fill in invoices information on invoice tracking system (ITS).
- Send the request information to spending unit.
- Review to do list for the Finance Unit, coordinate and organize different events such as retreats, periodic meetings, capture MoM and document and follow-up on action points with the team members.
- Verify pending invoices and ensure they are correctly uploaded.
- Gather information with clear direction to support the drafting of documents and preparing reports by other staff.
- Coordinate the stationery orders for the Finance Unit, making sure the required materials are available in a timely manner. This includes articles to be ordered and printed.
- Respond to routine queries and escalate where appropriate in order to provide a timely and accurate response to enquiries.
- Support the maintenance of office files, documents and records in accordance with established systems and processes, so that information is current and readily available for staff.

- LIV - (Logistics Invoice verification) payments
- Responding to international officer's queries and office management tasks - administrative tasks for the unit such as (NV's – transportation and travel arrangements – approvals / security clearance)
- Vendor Balance Confirmation: assist finance associate with the following:
 - Preparation of the letters
 - Follow up the Signatures and receiving of e-mails and responses.
- Petty cash
- Alternative for banking correspondence - prepare SYP cash book
- E - Archiving system (to be prepared and implemented).

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Experience: Five or more years of progressively responsible work experience in the relative business stream with experience in general administrative work.

Knowledge & Skills:

- Knowledge of specialised common business practices and methods, gained through relevant technical training and experience.
- Ability to develop and maintain relationships with a range of individuals in order to provide a high quality support service.
- Ability to carry out basic data analysis and independently rectify problems requiring attention.
- Ability to monitor and record financial transactions.
- Good communication skills required to give and receive information and work with a variety of individuals.
- Ability to maintain confidentiality.

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

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.

WORK-LIFE BALANCE

WFP is dedicated to promoting and maintaining the highest degree of physical, mental and social wellbeing of all staff members. Accordingly, it seeks to offer a safe and healthy working environment focusing on balancing the professional and personal demands of its personnel of all contract types and thus WFP offers flexible working options.

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 candidate:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=107607&company=C0000168410P&username=>

External candidate:

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=107607&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.