



Programme Assistant (SC5) (Multiple Duty Stations) (Readvertised)

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-  Fully Present
-  SYR - Other cities, Syria, The Arab Republic O
-  Full time
-  Posted Today
-  JR113376

DEADLINE FOR APPLICATIONS

29 June 2025-23:59-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).

JOB TITLE: Programme Assistant

TYPE OF CONTRACT: SC5

UNIT/DIVISION: Programme Unit

DUTY STATIONS: (Homs FO, South FO, Coastal FO, NES AO (Qamishli).

DURATION: One year

ORGANIZATIONAL CONTEXT:

Syria has been suffering from a prolonged crisis since 2011, which has damaged its economy and social fabric severely. Protracted crisis, and economic collapse further exposed the Syrians to food insecurity and eroded their livelihoods. Maximizing its comparative advantages and collaboration with humanitarian and development stakeholders, WFP developed an interim country strategic plan (iCSP) that began implementation in January 2022. The iCSP was developed to address the growing food and nutrition needs, the severe deterioration of livelihoods, and the collapse of food systems.

WFP works with a range of actors to deliver efficient, effective and equitable assistance, including through provision of quality assessments based on evidence-based analysis to inform policy, programme and initiatives at the national, governorate and subdistrict levels in Syria.

The VAM team is a technical information and decision support service for WFP and partners. The team aims to provide high quality and timely information to support and inform operational decision-making and well designed and better targeted programmes. This includes conducting household assessments, food security monitoring, geo spatial analysis, monitoring of food prices in local markets as well as conducting emergency food security surveys and in-depth studies to understand the nature of food insecurity affecting a population. VAM also assesses the risks to people's livelihoods as well as tracking emerging food security problems.

JOB PURPOSE:

To perform specialized and/or standardized policy and programme-related processes and activities to support the effective delivery of assistance packages.

KEY RESPONSIBILITIES (not all-inclusive, nor exhaustive):

Perform specialized and/or standardised processes and activities within the specific technical area of work (Nutrition, VAM, Livelihoods and CBT) supporting alignment with wider programme policies and guidelines.

Provide project management and/or general office support following established targets and WFP's policies and procedures. Within the specific area of responsibility, compile data and support analysis and preparation of reports (e.g. food assistance needs, resource utilization, programme status, performance) in order to support operational decision-making. Perform accurate, timely recording of data within the specific technical area of work (e.g. food security and vulnerability assessments) following corporate standards and guidelines. Work and exchange information with internal counterparts to support effective collaboration, implementation and monitoring of ongoing project activities. Support communication and activities with local partners, agencies, NGOs and government institutions. Act as a point of contact for resolution of general operational queries requesting assistance where necessary. Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy needed resources to affected areas at the onset of the crisis.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:

- Has facilitated communication with technical teams (i.e., nutrition, VAM, Livelihoods, CBT, Emergency Response, etc.).
- Has contributed to implementation of programmes.
- Has observed or assisted with policy discussions.

STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

Education:

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

Experience:

Minimum 5 years of experience, composed of a minimum of 3 years in at least in the implementation of one of the following programmatic areas: Nutrition, Livelihoods, Emergency Response, CBT or VAM and 2 years in any other field.

Language:

Fluency (Level C) in both oral and written communication in Arabic and English

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

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- We strongly recommend that your profile is accurate, complete, and includes your employment records, academic qualifications, language skills and UN Grade (if applicable).
- Once your profile is completed, please apply, and submit your application.
- Please make sure you upload your professional CV in the English language
- Kindly note the only documents you will need to submit at this time are your CV and Cover Letter
- Additional documents such as passport, recommendation letters, academic certificates, etc. may potentially be requested at a future time
- Please contact us at global.hrrecruitment@wfp.org in case you face any challenges with submitting your application
- Only shortlisted candidates will be notified

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and

abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks.

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.

Welcome to our new recruitment platform!

If you used to have an account on our previous platform, please note that you will need to create a new account for future applications. However, this change will not affect any ongoing recruitment processes.

Understanding contract types in WFP

To ensure that WFP is able to deliver on its mandate, a range of contract types exist depending on the duration and nature of work. [Find out more here](#).

Working with WFP



Our greatest strength is the people working around the world providing access to nutritious food and promoting lasting solutions to those we serve. WFP provides its staff with meaningful and impactful careers, continuous learning and training, and a multicultural and stimulating work environment.

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