DEADLINE FOR APPLICATIONS
15 November 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 extreme weather shocks.

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. Only 18 percent of the population is food secure; some 7.2 million people face acute food insecurity, including 1.6 million facing severe conditions. Approximately 5.5 million people

Job Details

Job Requisition ID

JR128023

Location

Al Qamishli, Syria, The Arab Republic O

Posting Date

08/11/2026 - Today

Job Family

Programme & Policy

Time Type

Full time

Job Type

SC General Service

Supervisory Organization

CYM Syria, Al Qamishli, Programme Ops (Naimatullah Gul Ahmed Khan (Inherited))

Share

remain internally displaced. Since December 2024, more than 1.6 million Syrians have returned from abroad, many to communities where homes and infrastructure have been destroyed, livelihood opportunities remain limited and access to basic services is severely constrained. Sustained support is essential to help returning families meet their immediate needs, rebuild their livelihoods and reintegrate into their communities.

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: Service Contract (SC5)
Duration: 12 months
Duty Stations: Damascus
Number of required employees: 1

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

ORGANIZATIONAL CONTEXT AND ROLE:
The programme assistant will work in Qamishly Office and in collaboration with the other units of WFP

SUPERVISION RECEIVED:
This post is based in Qamishly and follow under the direct supervision of the Programme Policy Officer in Qamishly Office.

ACCOUNTABILITIES:
Within delegated authority, the programme assistant will be responsible for the following duties: *(These duties are generic and thus are not all-inclusive nor are all duties carried out by all programme associates)*

- Coordinate with cooperating partners/government counterparts for implementation of nutrition programme activities.
- Assist in conducting and organizing trainings in nutrition for Cooperating Partners and Governmental Organizations.
- Assist in preparation of governorate wise, partner wise monthly and quarterly allocation plans projections for food commodities and non-food items.
- Support commodity management and tracking in coordination with logistics and partners to ensure timely food dispatches to FDPs.

- Assist with timely submission of reconciled monthly distribution reports (along with invoices where necessary).
- Assist in updating and maintenance of Programme data on a monthly basis for various reports (reports may be needed on weekly or need basis).
- Coordinate with MnE for monitoring updates and feedback.
- Undertake monitoring visits and follow up with issues in the field and coordinate with Qamishly Office and CO to resolve such issues.
- Assist in conducting coordination and programme review meetings.
- Provide support in developing IEC materials, reporting formats, briefs, and presentations.
- Provide support in organizing programme planning missions, meetings and briefing sessions.
- Perform other duties as delegated by the supervisor.

STANDARD MINIMUM QUALIFICATIONS

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

Experience: Minimum 5 years of relevant work experience in nutrition and/or Health, programme implementation and assisting policy especially in nutrition sectors.

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

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

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