



Job advertisement No. VA 017/2021

About WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide and the 2020 Nobel Peace Prize Laureate. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes.

Why join WFP Somalia?

In Somalia, the World Food Programme provides food assistance for nutrition, livelihoods, and relief through the hard work of more than 500 employees who contribute to make Somalia hunger free in close partnership with local partners.

Job title	Re- advertisement: Administration Associate
Contract type/grade	Fixed Term, G-6
Duty station	Garowe, Somalia
Contract duration	1 year (initial)
Date of issue	24 June 2021
Closing date	07 July 2021



**THIS POSITION IS OPEN TO QUALIFIED SOMALI CANDIDATES
FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY**



What will you do?

- Ensure all administrative activities are conducted in line with the Administrative Standard Operating Procedures (SOPs);
- Review supporting documentation, verify claims for action and conformance with administrative rules and regulations and liaise with other offices/units as appropriate.
- Verify resource requirements in the area of responsibility (WFP facilities, assets, light vehicle fleet, etc.), and assist in the identification of new requirements to facilitate efficiency and cost effectiveness of operations and services.

- Responsible for provision of services such as facilities management, travel, protocol and light vehicle management related, etc., reporting any discrepancies to the supervisor for consistent and timely delivery of services, to ensure the provision of a safe and comfortable working environment for WFP staff.
- Support the production of various data; compile and prepare reports in order to contribute to the provision of accurate information for informative decision-making and to support the effective and timely management of WFP resources.
- Contribute to planning, monitoring and processing administrative actions related to procurement, finance, human resources, etc., including contracts with external vendors to ensure all data is accurately and timely recorded, processed in WFP corporate systems and any operational issues addressed.
- Adapt and update administrative processes, supporting the implementation of operating procedures, in order to contribute to the continuous improvement of administration services in the area of responsibility.
- Answer a range of queries related to the provision of administrative services in order to support the resolution of daily issues.
- Coordinate the activities of a team of staff working in the area, to ensure individual and team objectives are met in compliance with all relevant regulations, policies, and procedures, and performance plan.
- Provide training and guidance to staff in interpretation of administrative procedures, policies, processes, and use of corporate systems to ensure consistency and efficiency of services provided to all clients.
- Supervise the outsourced contractors providing a variety of services, including cleaning and catering services, to ensure service provision in accordance with WFP specifications; maintain database of contracts validity and ensure timely processing of related payments
- Perform any other duties as may be assigned

DELIVERABLES:

- High quality periodic reports
- Turnaround time in processing of administrative support requests from clients

Do you meet the minimum requirements?

- Completion of secondary school education. A post-secondary certificate in Administration or related functional area is desirable.
- At least five or more years of progressive experience in administration function. Ability to perform all routine administrative activities in line with WFPs operating standards through day to day work.
- Proficiency in oral and written communication in Somali and English is a must.

Are you competent for this job? Do you have

- Excellent interpersonal and problem-solving skills
- Efficiency and Time-Management
- Strong organizational skills, time management and ability to carry out multiple tasks successfully.
- Proficient in Data Management.

Interested and qualified candidates are requested to submit online applications through E- Recruitment using the link below:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=142801&company=C0000168410P>



Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.

WFP seeks applicants of the highest integrity and professionalism who share our humanitarian principles. WFP is an equal opportunity employer, and we are committed to promoting diversity and gender balance.

Selection of candidates is made on a competitive basis.

 **@WFPSomalia**