



World Food Programme

SAVING LIVES
CHANGING LIVES

Job advertisement No. 013/2021

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	Administration Assistant (Facility Management)
Contract type/grade	Fixed Term, G-5
Duty station	Garowe, Somalia
Contract duration	1 year (initial)
Date of issue	18 March 2021
Closing date	31 March 2021



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



What will you do?

- Check the provision of a range of services, including facilities and light vehicle management, travel, fuel management, protocol related, etc., maintaining information, to contribute to the provision of a safe and comfortable working environment.
- 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.

- 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.
- Undertake research and perform basic analyses of data, to contribute to the provision of accurate information and effective management of resources.
- Be a first point of contact for internal queries, to facilitate the provision of efficient and effective resolution of daily issues.
- Provide inputs to routine methods and practices in own area of work, to support the continuous improvement of services provided.
- Monitor through compilation of information, the physical inspection of the premises and the preparation of work orders, installation and construction.
- Verify and confirm correctness of facilities related invoices, process Goods Receipt Notes/Service Entry Sheets promptly to ensure IPSAS compliance.
- Maintain database for leases/contracts, for timely alerts for expiry/extension as necessary.
- Custodian of all WFP inventory, maintain records of movements and balances, conduct physical count of assets/inventory. Process loan forms assets issued to staff, partners and retailers. Identify obsolete/damaged/lost items for recommendation for disposal and liaise with LPSB.
- Act as Procurement focal point for the office.
- Manage office stationery, stock and maintain up to date consumption reports.
- Acquaint with administrative standard Operating Procedures (SOPs) and ensure all administrative activities are conducted in accordance with administrative rules and regulations.
- Ensure all generators are in good working conditions all the time.
- Perform any other required duties as directed by supervisor

Do you meet the minimum requirements?

- Completion of secondary school education. A post-secondary certificate in Administration.
- At least four years of progressively 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=141332&company=C0000168410Pu/sfc>



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