



# WE ARE HIRING!



World Food Programme

SAVING  
LIVES  
CHANGING  
LIVES

## 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 **650 employees** who contribute towards making **Somalia hunger free** in close partnership with local partners.

Vacancy Announcement No. 833589.

## JOB TITLE: ADMINISTRATION ASSISTANT—FLEET G5

Contract Type/Grade: G5

Duty Station: Galkayo, Somalia

Contract Duration: 1 year (Initial)

Date of Issue: Jun 13<sup>th</sup>, 2024

| Closing Date: Jun 26<sup>th</sup>, 2024.

## What will you do?

- Support the provision of a range of services, including facilities, light vehicles management, travel, protocol related, fuel while maintaining information to contribute to the provision of a safe and comfortable working environment.
- 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.
- Purchases and General procurement including food stuff purchases and in charge of Monthly Report for Admin Unit Focal Point and Support in raising Service Entry Sheet/GRN
- Collate and process information to support the production of standard documents and reports for the unit, to enable decision-making and the effective management of resources.
- Maintain paper and electronic records within the area of responsibility in accordance with established procedures, to ensure swift and easy data access as required.
- Produce various data and 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.
- Be a first point of contact for internal queries, to facilitate the provision of efficient and effective resolution of daily issues.
- Adapt and update administrative processes, supporting the implementation of operating procedures, to contribute to the continuous improvement of administration services in the area of responsibility.
- 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.
- Identify and recommend potential suppliers and compile data/documents to support the selection of suppliers, ensuring standard processes are followed.
- Review, record, and priorities purchasing requests, and provide support to requisitioners, to support the procurement of appropriate goods and services, at lowest cost to WFP.

- Supervise the work of support staff, providing practical advice and guidance, to ensure individual and team objectives are delivered to agreed standards and deadlines.
- Support and deliver on boarding for new staff joining WFP, to ensure that relevant processes are followed and the conditions of terms of service are explained.
- Prepare a range of complex HR documentation required for the specific area of work (e.g .Follow up of employment contracts, transfer/separation letters, Attendance sheet management, Leave management, Medical insurance, UNLP Processing and training-related documents ensuring accuracy and meeting established deadlines.
- Manage human resources activities for AO by following on all routine human resources activities.
- Conduct the physical inventory counting of Assets and mark damaged and obsolete assets for disposal.
- Make sure all generator and other facilities are in good condition and maintained regularly.
- Keep accurate Fleet Management System and Fuel consumption records.
- Perform any other duties as may be assigned.

### Do you meet the minimum requirements?

#### Education:

- Completion of secondary school education or university degree (Diploma/bachelor) in administration or related functional.

#### Experience

- 5 years of related work experience in general administration work with secondary certificate or 2 years experience with relevant university degree.

#### Language Proficiency:

- Fluent in oral and written communication in English and Somali.

### Are you competent for this job? Do you have?

- Knowledge and experience of common business processes, procedures, and systems in administrative work.
- Proficient in the use of office equipment and computer software packages specifically SAP is desirable.
- Ability to identify data discrepancies and rectify problems requiring attention.
- Knowledge of UN/WFP administrative regulations and rules in the area of work is an added advantage.

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



Internal Applicants [Click Here!](#)  
External Applicants [Click Here!](#)

**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.**

***WFP does not charge any application fees to candidates.***

 @WFPSomalia.