



WE ARE HIRING!

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.



World Food Programme

SAVING LIVES
CHANGING LIVES

Vacancy Announcement No. 833518.

JOB TITLE: ADMIN ASSISTANT—G5

Contract Type/Grade: G5

Duty Station: Galkayo, Somalia

Contract Duration: 1 year (Initial)

Date of Issue: June 13th, 2024

| **Closing Date:** June 26th, 2024.

What will you do?

- Be the first point of contact for internal queries to facilitate the 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 interpreting 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 supplier selection, ensuring standard processes are followed.
- Review, record, and prioritize purchasing requests and requisitioners to support the procurement of appropriate goods and services at the 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 WFP staff to ensure that relevant processes are followed and the terms 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 all routine human resources activities.
- Conducted the physical inventory counting of assets and marked damaged and obsolete assets for disposal.
- Make sure all generators 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 link below:



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.

