



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

Vacancy Announcement No. 832798

JOB TITLE: ADMINISTRATION/FINANCE OFFICER, NOA

Contract Type/Grade: NOA

Duty Station: Beletweyne, Somalia

Contract Duration: 1 year (Initial)

Date of Issue: May 13, 2024 | **Closing Date:** May 26, 2024

What will you do?

- Contribute to a WFP Hirshabelle Office in Beletweyne plan, including administrative processes, finance, Information Technology and Guest House Management activities or projects that are aligned to business needs, following standard processes, and ensuring alignment with wider WFP policies. aligned with country and wider WFP strategies and policies to facilitate efficient and effective services.
- Interagency support: managing MOU, office, conference, dining, and accommodation. Arrangement for UNHAS movement.
- Support the development of annual plans and implementation of policies, systems, and procedures to support WFP strategic objectives.
- Collate data and prepare data analysis to provide management and clients with the accurate information and reports for efficient planning and decision-making. Report on key data for financial status and outcomes of projects in accordance with corporate governance requirements, ensuring accuracy, deadlines, and accounting processes are complied with.
- Where necessary, undertake basic human resource functions related to staff benefits, and training.
- Support management of existing resources in the area of responsibility (e.g., WFP managed facilities, assets, and travel management, etc.) and assist in identification of new requirements aiming at efficiency, cost-effectiveness and timeliness of operations and services.
- Facilitate the compliance of the services provided (e.g., WFP managed facilities, assets, and travel management, etc.) with the corporate Occupational Safety and Health Policy. Where necessary, deliver core administrative services, working with contractors and following standard processes to provide cost-effective, quality, and timely services to WFP staff.
- Support a culture of environmental sustainability throughout WFP by role modelling actions that drive sustainability in all administrative activities.
- Guide and supervise junior staff, acting as a point of referral and supporting them with analysis and queries.

- Maintain the partnership with WFP stakeholders, other UN agencies and local government offices.
- Follow standard emergency preparedness practices to ensure WFP is able to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.

Do you meet the minimum requirements?

Education: An advanced University degree in Business/Public Administration, or other relevant field relating to office management and administration.

Experience: Atleast 2 years or more of relevant Professional experience in Administration & Finance.

Language: Fluency in oral and written communication in English and Somali.

Are you competent for this job? Do you have

- Ability to work independently on analytical and technical matters with minimum supervision.
- Strong organizational skills and ability to deliver timely high-quality deliverables.
- Strong communication and collaboration skills.
- Critical Thinking ability to analyse situations and make decisions based on on-hand information. Knowledge of finance software (SAP is an added advantage)
- Experience working with auditors and other third-party vendors.
- Strong analytical and report writing skills in English.
- Proficiency in Microsoft Suite (MS Excel, MS Word, MS PowerPoint, etc)
- Training and Capacity Strengthening skills.

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

LINK

Internal: <https://performancemanager5.successfactors.eu/sf/jobreq?jobId=832798&company=C0000168410P>

External: <https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=832798&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.

WFP does not charge any application fees to candidates.

