



About WFP

The 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 **429** employees who contribute towards making Somalia hunger free in close partnership with local partners.



Vacancy Announcement No: JR112965

JOB TITLE: RE-ADVERTISEMENT BUSINESS SUPPORT – SITE MAINTENANCE ASSISTANT

Contract Type/Grade: Fixed-Term G2

Duty Station: Galkayo.

Contract Duration: 12 months-Renewable.

Date of Issue: 20th August 2025 | **Closing Date:** 2nd September 2025

KEY ACCOUNTABILITIES (not all-inclusive, within delegated authority)

- Daily maintaining and responsible for managing Bookings of the armoured vehicles, updating consumption and make Suring accurate record of the fleet inventory, including vehicle details are updated regularly.
- Receiving transport demands for both soft and armoured vehicles for all transport inside and field mission trips, arranging necessary preparedness for the trips and undertaking Vehicle's check-up upon trip concludes.
- Managing seven Stores including office equipment, food stuff, Cleaning, and stationery materials
- Undertaking regular check, for the stores condition in terms of cleanness, shelf-life period of the items, registering the newly came items, issuing items to the respective requesters, and updating in the system upon any issuance made.
- Preparing requests for the guest house groceries from both locally and outside purchases, attaching requests in the system, receiving items and make Suring that the materials are fully onboard as per the request, storing them at a well condition space and updating the system as per the physical receipt.
- Receiving Cargos, offloading, preparing custom clearance, transportation and handing over to the respective unit or storing if it's for the general use of the office operation purpose.
- Preparing Supplies list for the office/Guest house requirement including food/none-food items, based on the needs and for sufficient stoking purpose.
- Creating Wings and petty cash PRs for GH and other office expenses when request arise and specified.
- Preparing Visitor gate passes for every outgoing asset equipment/ other valuable material to avoid missing and make Suring internal controls are well functional.
- Focal Point of compound related works for WFP GALKAYO AO and ensure GH services are attended on the right Time.
- Responsible for dispatching, Receiving Pouches in between respective offices and make Suring clients received pouches on their respective address.
- Preparing Meetings by organizing avenues, stationery, facilitating visitor's passes and other related requirements.
- Maintain, update Guest House and office stocks such as stationery, cleaning, food and other NFIs materials, maintaining their records, issuance, and usage properly, and preparing monthly reports.
- Monitoring and ensuring that works done by casuals and contractors are performed promptly and as per the agreement.
- Coordinate housing and G.H accommodations for WFP and Non-WFP Staff through online booking and ensuring GH rooms are clean, and all facilities are functioning properly.
- Managing G.H/office stores movement and controlling issuances as per the requests and recording/updating changes.
- Managing transport Facilities, allocating vehicles & drivers for the Airport, tiny movement, field visits and meetings and accepting booking requests

through online corporate to keep accurate movement records.

- Alternatively Facilitating any all-Admin tasks out of my respective for the office when needed.
- Alternatively Monitoring Generators and Vehicles supplies availability receiving fuel, Oil, Spares and updating consumption immediate after the receipt of good/service through raising good receipt note (GRN/SES)
- Alternatively In Charge Supervising services, including facilities, light vehicles management and spares, travel protocol related, and observing fuel consumption for Vehicles and generators.
- Alternatively In Charge of Procurement tasks including purchases, initiating request for quotation (RFQs) arranging tender opening committee meetings, preparing minutes, drafting evaluation and recommendations, and creating MPOs in the system for the selected vendors.
- Alternatively Arranging office procurement tasks by identifying the relevant suppliers, undertaking office procurement process is to be done fairly, an asper the rules and principles set.
- Alternatively Managing asset movements, records, relocation updates, receiving new asset equipment received.
- Alternatively Controlling fuel that used by the armoured vehicles, validating in FMS immediately when used, this comes to my responsibility alternatively when focal point is not present for any reason.
- Alternatively In charge for HR issues and managing leaves, daily attendance and sharing monthly reports to liaison office upon absence of the focal point.
- Alternatively Acting HR tasks in terms of monitoring attendances, leave requests, separation forms, updating HR daily and monthly data, welcoming newly hired staff and facilitating necessary arrangements.
- Alternatively transport demands for both soft and armoured vehicles for all transport inside and field mission trips, arranging necessary preparedness for the trips and undertaking Vehicle's check-up upon trip concludes.

QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED

Education: Secondary school certificate or University Degree/ Diploma in Social Sciences, International Development, Business Administration, or a related field.

Experience: At least Two (2) years of relevant experience in general administrative work.

Language: Fluent knowledge (proficiency/level C) of English and Somali language.

Knowledge & Skills:

- Proficient in the use of office equipment and computer software packages, such as Microsoft Word.
- Knowledge of work routines and methods in order to complete processes under minimal supervision.
- Uses tact and courtesy to give and receive information to a wide range of individuals.
- Ability to identify data discrepancies and rectify problems requiring attention

This position is open for qualified Somali national candidates only. Female candidates are highly encouraged to apply. WFP

Somalia offers female friendly spaces in the workplace.

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

- External Applicants: [Click here!](#)
- Internal 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.



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