



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

Vacancy Announcement No- JR112788

JOB TITLE: PROCUREMENT ASSISTANT–SC5

Contract Type/Grade: Short– Term, SC5

Duty Station: Hargeisa

Contract Duration: 1 year (Initial)

Date of Issue: 21st August 2025 | **Closing Date:** 4th September 2025

Background and Purpose of the Assignment:

The World Food Programme (WFP) Somalia seeks a Programme Officer to enhance its climate risk management portfolio, focusing on anticipatory actions (AA), early warning systems, and disaster preparedness.

Somalia faces frequent climate shocks like droughts and floods, impacting vulnerable populations. WFP initiatives, including AA pilots and the Baxnaano social protection program, have supported 34,000 households.

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

- Perform administrative procurement activities in a timely and efficient manner, to support Professional staff in the acquisition of goods and services for efficient field operations.
- Compile data, prepare and distribute documents, to support successful procurement programs and operational activities, (e.g. issue tenders, evaluate offers and negotiate/award contracts), ensuring standard processes are followed.
- Review, record and prioritise purchasing requests, ensuring all supporting documentation is received, and funding is available, in order to enable the procurement of goods and services.
- Coordinate and monitor the delivery of procurement requisitions, verifying receipt and inspection of deliverables, and performing follow up actions to ensure supplies reach HQ and field operations.
- Research, collate and present information in standard formats, to enable informed decision-making and consistency of information presented to the stakeholders.
- Update, manage and maintain relevant databases and records, to ensure the information is accurate, organised, and available for others to access, and supports reporting requirements.
- Liaise with internal counterparts to support the alignment of procurement activities with wider programmes and ensure a coherent approach to meeting food assistance needs.
- Provide technical support and/or allocate work to other support staff, in order to assist them in completing standard tasks to agreed standards and deadlines.
- Follow standard emergency preparedness practices to support WFP to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.

QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED

Education: Completion of secondary school education **OR** University degree (Diploma/Bachelor) in Procurement, Supply Chain Management, Logistics, Business Administration, Economics, Engineering, Law, Accounting, or a related field is desirable.

Experience: **At least five (5) years** of progressively responsible experience in procurement, supply chain operations, contracting, or administrative support functions with a Secondary School Certificate OR a University degree (Diploma/Bachelor's) with a minimum of **two (2) years** of relevant experience in the above areas.

Language: Fluency (level C) in English and Somali language.

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



@WFPSomalia