



World Food Programme

SAVING LIVES  
CHANGING LIVES

## Job advertisement No. 026/2021

### 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 to make **Somalia hunger free** in close partnership with local partners.

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|----------------------------|---|
| <b>Job title</b>           | Human Resource Associate (Re-advertisement) |
| <b>Contract type/grade</b> | Fixed Term, G-6                             |
| <b>Duty station</b>        | Mogadishu                                   |
| <b>Contract duration</b>   | 1 year (initial)                            |
| <b>Date of issue</b>       | 26 July 2021                                |
| <b>Closing date</b>        | 08 August 2021                              |



**THIS POSITION IS OPEN TO QUALIFIED SOMALI CANDIDATES  
FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY**



### What will you do?

- Support onboarding for new employees, ensure that relevant processes are followed and the conditions of terms of service in the different field locations are explained and well understood.
- Prepare a range of complex HR documentation required for the specific area of work (e.g. employment contracts, transfer/separation letters, training-related documents, etc.)
- Co-ordinate the digitalization and the maintenance of digital personnel records, HR databases and archives for all employees to ensure data and files are accurately stored and updated in compliance with the established standards.
- Monitor medical insurance queries from employees; visit facilities under medical insurance's network to ensure quality services and report any emerging issues

- Act as the first point of contact for developing and maintaining relationships with local universities and associations. Define a value proposition to create a balanced collaboration between WFP and external local partners.
- Build and maintain a working group with all field HR focal points to ensure regular updates and communications are shared and new processes, initiatives are applied consistently across the offices.

#### **Do you meet the minimum requirements?**

- Completion of secondary school education. A certificate in the related functional area (Human Resources, Psychology, Social Sciences, Administration).
- Five years of experience in an HR assistant role in a multi-cultural environment.
- Proficiency in oral and written communication in Somali and English is a must.

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

- Sound understanding of key HR principles in recruitment, performance management, learning and development and engagement.
- Excellent inter-personal skills and ability to operate in an international, multicultural environment. Track-record of excellent customer service in previous roles.
- Ability to build trust with team/employees and deal with confidential information in a professional manner.
- Demonstrable ability to deliver timely high-quality deliverables.
- Demonstrable ability to maintain HR trackers with a high level of detail-orientation. Good analysis and reporting skills.
- Proficient use of MS Office, including SharePoint, Excel and PowerPoint
- Strong drive and motivation.
- Flexible demeanor towards shifting tasks and responsibilities.

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

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=144829&company=C0000168410P>



**For this vacancy priority consideration will be given to qualified internal candidates.**

**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.**

 @WFPSomalia  
 @WorldFoodProgramme Somalia