



World Food Programme

SAVING LIVES  
CHANGING LIVES

## Job advertisement No. 015/2021

### 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.**

Job title	Re-advertisement Administration Assistant
Contract type/grade	Fixed Term, G-5
Duty station	Nairobi, Kenya
Contract duration	1 year (initial)
Date of issue	26 July 2021
Closing date	8 August 2021



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



### What will you do?

- Ensure all administrative activities are conducted in line with the Administrative Standard Operating Procedures (SOPs).
- Review supporting documentation, verify claims for action and conformance with administrative rules and regulations and liaise with other offices/units.
- Verify resource requirements in the area of responsibility (WFP facilities, assets, light vehicle fleet) and assist in the identification of new requirements.
- Responsible for provision of services such as facilities management, asset management and light vehicle management related, reporting any discrepancies.

- Support the production of various data; compile and prepare reports to contribute to the provision of accurate information.
- Contribute to planning, monitoring, and processing administrative actions related to procurement, finance, including contracts with external vendors.
- Provide training and guidance to staff in interpretation of administrative procedures, policies, processes, and use of corporate systems.
- Supervise the outsourced contractors providing a variety of services, including cleaning and catering services, to ensure service provision in accordance with WFP specifications; maintain database of contracts validity and ensure timely processing of related payments.

#### Do you meet the minimum requirements?

- Secondary school certificate. A post-secondary certification Administration/Finance or related field is required.
- Four years of progressively responsible work experience in general administrative work
- Proficiency in oral and written communication in English is a must.

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

- Ability to provide ad-hoc mentorship to junior colleagues and new staff members.
- Knowledge of specialized common business practices and methods gained through technical training and experience.
- Ability to develop and maintain relationships with different partners.
- Ability to carry out data analysis, monitor and record financial transactions.
- Experience utilizing computers including word processing, spreadsheets, excel and other standard software packages.

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

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=143961&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.**

 **@WFPSomalia**