Administration Officer P3, DR Congo & Chad

(2 Positions)

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking to fill two positions of Administration Officer P3, which will be based in our Country Offices in Kinshasa, DR Congo and N'Djamena, Chad.

ARE YOU UP TO THE CHALLENGE?
Selected candidates may be asked to serve in a difficult duty station upon appointment.
Please visit our corporate recruitment website to get more information about being an International Professional in WFP:
http://www.wfp.org/about/vacancies/professionals

The Administration Officer will report to the Country/Deputy Country Director (or designate) and receive technical guidance from the Administrative Services Branch at Headquarters. The key duties will include:

- Evaluate and monitor administrative services and recommend changes in policies, systems and procedures to ensure services aligned with changing business needs and objectives;
- Ensure WFP's administrative resources are fully and properly accounted for and that internal control systems are adequate and functioning;
- Assess expenditure in administration (office premises, assets, travel, etc) for previous years; estimate new requirements and prepare budget plans for designated areas of work;
- Supervise the administration of WFP premises/guesthouses and all related procurement (i.e. equipment, spare parts, office supplies) to ensure efficiency, cost-effectiveness and timeliness of operations and services;
- Oversee the identification of office technology needs and maintenance of equipment coordinating with relevant Units;
- Review adequacy of office space requirements and make recommendations;
- Assist or negotiate contracts with vendors and service providers as well as monitor their work to ensure cost-effective services and of quality and timely service;
- Manage WFP light vehicles activities in town and the Fleet Management System (FMS);
- Oversee travel arrangements and ensure all travel is in accordance with the WFP travel guidance;
- Supervise the inventory recording, disposal and transfer of office assets for office; evaluate, on a regular basis, the inventory status and transactions in the database; report anomalies and discrepancies for timely action;
- Draft correspondence and internal procedural directives relating to administrative matters;

- Facilitate the application process of certificates, visas and documentation pertaining staff to work and travel aboard;
- Coordinate actions relative to the administration of human resource activities such as local recruitment, HR reporting, time keeping, etc. as required and by liaising with Regional HR Officers;
- Contribute to preparedness actions such as early warning, risk analysis and contingency planning and make the necessary recommendations; Periodically monitor the management of risks and report on any actions taken;
- Provide guidance and/or supervision to staff and perform other related duties as required including some personnel and financial management functions.

Other specific duties for the position in Chad will include:

- Prepare and monitor the Memoranda of Understanding (MOUs) for services provided to third party;
- Organize health education and programs to promote occupational safety and health;
- Act as a focal point for Greening and Energy Efficiency Programme.

Qualifications & Experience Required

Education:

- University degree in Business/Public Administration, Engineering or other fields related to office management and administration.

Experience:

- At least five years of postgraduate professional experience in administration and facilities management with either a private or public sector organization;
- Experience in supervising an administration team and providing technical advice;
- Experience in UN or NGO administrative management environments is desirable;
- Previous experience of working in developing countries is an asset.

Technical Skills & Knowledge:

- A complete and in-depth grasp of office administration practices and procedures;
- Ability to make thorough analysis and draft clear and concise reports;
- Proficiency in MS Office (Word, Excel, Powerpoint, Outlook) and other standard WFP software packages and systems;
- General knowledge of UN system policies, rules, regulations and procedures governing administration is highly desirable.

Competencies:

- Resourcefulness, initiative, maturity of judgement and tact;
- Strong organization and coordination skills;
- Ability to analyse data, draw conclusions and recommend a course of action;
- Ability to prioritize work and handle multiple tasks within tight timeline;
- Ability to execute tasks pro-actively with minimal supervision;
- Ability to plan, coordinate and monitor the work of subordinates, and provide sound technical advice to managers;
- Ability to establish and maintain effective working relationships with persons of different national and cultural backgrounds.

Language:

- Working knowledge (proficiency/level C) of French and intermediate knowledge (level B) of English; Proficiency of English is high desirable;
- Knowledge of another UN official language (Arabic, Spanish, Russian or Chinese) or Portuguese (one of WFP's working languages) is an asset.

Terms and Conditions

Selected candidates will be employed on a fixed-term contract with a probationary period of one year and eligible for the Rest and Recuperation (R&R) scheme.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, 30 days' annual vacation, home leave, an education grant for dependent children, pension plan and medical insurance. Please visit the following websites for detailed information on working with WFP.

http://www.wfp.org Click on: "Where we work" and "Our work" to learn more about WFP's operations.
http://icsc.un.org Click on: Quick Links > Salary Scales > by date
http://www.unstaffmobility.org Learn more about countries where the UN operates

Application procedures:

Go to: http://i-recruitment.wfp.org/vacancies/13-0013871
Step 1: Create your online CV.
Step 2: Click on "Description" to read the position requirements and "Apply" to submit your application.
NOTE: You must complete Step 2 in order for your application to be considered for this vacancy.

Deadline for applications: 30 June 2013

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. Qualified female applicants and qualified applicants from developing countries are encouraged to apply.

REF: 13-0013871

Fighting Hunger Worldwide