



WORLD FOOD PROGRAMME VACANCY ANNOUNCEMENT

"WFP is an equal opportunity employer and qualified women are strongly encouraged to apply"

The World Food Programme, the food aid organization of the United Nations, is seeking to recruit a well qualified Tanzanian to fill the following position:

Business Support Assistant (Programme) – Special Service Agreement (SSA) – G3 equivalent
Position No. 11/2016

Expected appointment date: **ASAP**

Duration: **Four Months**

Location: **Dar es Salaam**

Under the general supervision of the Head of the Programme Unit, the Business Support Assistant (Programme) will perform the following duties:

- Carry out general secretarial duties, including typing various correspondence, reports, tables, attendance records and performing electronic registry functions.
- Update staff leave plans and maintain Unit board indicating staff movements.
- Manage the pouch services to Headquarters and to Sub Offices.
- Attend to all incoming phone calls and faxes.
- Register and distribute invoices.
- Track file movements and other documents from the Programme Unit to other Units.
- Undertake photocopying and filing as required.
- Coordinate stationery requirements and requisitions.
- Offer support in contacting WFP partners in the field.
- Arrange and follow-up on appointments for the Head of the Programme Unit
- Prepare purchase requisitions, Goods Receipt Note or Service Entry Sheet in the WINGS system when service is done or goods have been received.
- Keep track of Field Level Agreements (key milestones; payment cycles; contribution deadlines, disbursement deadlines; and purchase order, Purchase requisition monitoring;
- Arrange transport for the Head of the Programme Unit and other staff going to meetings.
- Initiate the process for Vendor Creation and update the records for all WFP vendors and Non-Employee Travellers as required by all units.
- Prepare and follow-up on travel arrangements for the Head of the Programme, PI, REACH and ICT Units, such as Travel Authorizations, Travel Expense Claims and related bookings.
- Act as a back-up for the Senior Staff Assistant.
- Perform other related duties as required.

Minimum Qualifications

Education:

Completion of secondary school education. A Diploma in secretarial and administration is an added advantage.

Experience:

Three or more years of experience in secretarial or in general administrative work. At least two years at G2 level or equivalent.

Knowledge:

Ability to use standard office equipment such as photocopiers and scanners. Knowledge of standardised business support work routines and methods. Knowledge of standard office software packages, e.g. Microsoft word. Uses tact and courtesy to give and receive information with a variety of individuals. Good attention to detail in order to identify data discrepancies. Ability to work to deadlines and follow clear instructions.

Language:

Fluency in both oral and written English and Kiswahili.

Critical Success Factors:

Ability to utilize computers; ability to handle a large volume of work quickly and accurately under time constraints. Ability to maintain accurate files and precise records; ability to draft correspondence and to write and spell correctly. Ability to work systematically and handle confidential material with discretion. Good communication and interpersonal skills in dealing with clients; ability to work harmoniously as a member of a team. Courtesy, tact and ability to work effectively with people of different national and cultural backgrounds.

Only short-listed candidates will be contacted.

The position number and title stated in this advertisement should be clearly indicated in the application.

Applications should be sent with a detailed CV to:

tanzania.hr@wfp.org

The application deadline is 30th September 2016