

Job Title: Administration Associate, SC6 (Colombo)

Requisition ID 172871 - Posted - Short Term-SC WFP - Asia, Southern - Sri Lanka - Colombo - (English; Tamil) - ADMINISTRATION

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

In emergencies, WFP gets food where it is needed, saving the lives of victims of war, civil conflict and natural disasters. After an emergency, WFP uses food to help communities rebuild their shattered lives. Present in nearly 80 countries, the organization has the global footprint, deep field presence and local knowledge and relationships necessary to provide access to nutritious food and contribute to lasting solutions, especially in many of the world's most remote and fragile areas. In Sri Lanka, a lower-middle-income country, WFP is committed to achieving the Sustainable Development Goals (SDGs) in tandem with sister UN Agencies and the government, and in particular, SDG 2, Zero Hunger.

WFP is looking for multifaceted individuals to join our dynamic team as Administration Associate to support in pursuing our mission.

TERMS AND CONDITIONS

Position Title: Administration Associate, SC6 (Colombo)

Contract Type: Service Contract

Number of Position: 1

Contract Duration: 12 Months (with possibilities of extension)

Duty Station: Colombo

Nationality: Sri Lankan only

Remuneration: Attractive remuneration package following UN policy including salary and medical insurance

DEADLINE FOR APPLICATIONS

12 September 2022

JOB PURPOSE

To coordinate and provide high quality, client-focused and value-for-money oriented administration services.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Verify resource requirements in the area of responsibility (WFP facilities, assets, light vehicle fleet, etc.), and assist in the identification of new requirements to facilitate efficiency and cost-effectiveness of operations and services.
2. Responsible for provision of services such as facilities management, travel, protocol and light vehicle management related, etc., reporting any discrepancies to the supervisor for consistent and timely delivery of services, to ensure the provision of a safe and comfortable working environment for WFP staff.
3. Support the production of various data and compile and prepare reports in order to contribute to the provision of accurate information for informative decision-making and to support the effective and timely management of WFP resources.
4. Contribute to planning, monitoring and processing administrative actions related to procurement, finance, human resources, etc., including contracts with external vendors to ensure all data is accurately and timely recorded, processed in WFP corporate systems and any operational issues addressed.
5. Adapt and update administrative processes, supporting the implementation of operating procedures, in order to contribute to the continuous improvement of administration services in the area of responsibility.

6. Answer a range of queries related to the provision of administrative services in order to support the resolution of daily issues.
7. Coordinate the activities of a team of staff working in the area, to ensure individual and team objectives are met in compliance with all relevant regulations, policies, and procedures, and performance plan.
8. Provide training and guidance to staff in interpretation of administrative procedures, policies, processes, and use of corporate systems to ensure consistency and efficiency of services provided to all clients.

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Coaches team in the most effective ways to communicate WFP's Strategic Objectives to WFP team and partners in the field.
- Be a force for positive change: Implements new methods or tools to improve team's work processes and productivity.
- Make the mission inspiring to our team: Maps team's activities and tasks to specific successes in beneficiary communities to showcase positive impact.
- Make our mission visible in everyday actions: Explains to teammates how each unit contributes to the overall WFP mission.

People

- Look for ways to strengthen people's skills: Identifies skill development opportunities such as training modules or on-the-job experiences for self, colleagues and direct reports.
- Create an inclusive culture: Facilitates team building activities to build rapport in own unit.
- Be a coach & provide constructive feedback: Facilitates the pairing of junior colleagues with coaches within own team.
- Create an "I will"/"We will" spirit: Proactively anticipates potential challenges and develops mitigation plans to ensure that team meets goals and targets.

Performance

- Encourage innovation & creative solutions: Identifies opportunities to be creative in own work and to help team be more innovative and accurate in their respective tasks and areas of work.
- Focus on getting results: Monitors team's deliverables and provides feedback to ensure outcomes are delivered consistently and accurately.
- Make commitments and make good on commitments: Provides accurate guidance to team on expected responsibilities and tasks, whilst also upholding own commitment to the team.
- Be Decisive: Sets an example and provides guidance to junior team members on when to escalate issues when faced with challenging issues in the workplace or in the field.

Partnership

- Connect and share across WFP units: Facilitates partnerships with other WFP units to accomplish missions in the field.
- Build strong external partnerships: Sets an example and provides guidance to team on how to build relationships with external partners.
- Be politically agile & adaptable: Articulates to colleagues or direct reports the value of contributing to other WFP teams and agency partnerships in fulfilling WFP's goals and objectives.
- Be clear about the value WFP brings to partnerships: Organizes, monitors, and prioritizes own and team's efforts to ensure that they will fulfill the needs of internal and external partners.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Business Support Services & Reporting	Applies strong ability to identify country level requirements and develop customer focused solutions and action plans. Communicates data-based findings in a highly impactful way that is tailored to the audience.
Internal Controls & Risk Management	Utilises understanding of risk management approaches and internal controls to monitor projects and programmes to confirm regulatory compliance, ensure data integrity and ensure client satisfaction.
Resource Management	Monitors trends in staffing and resource usage to anticipate and escalate potential issues to programme leaders and key clients.
Specialised Knowledge in Administrative Services	Demonstrates a broad or specialist knowledge of administration best practices, techniques and processes, and a good grasp of WFP standards, processes, and infrastructure in area of responsibility; applies this to ensure the provision of efficient and effective administration services.
Customer Focus	Monitors and supervises administrative work against the established standards and protocols for service excellence. Ensures that customer problems are identified and resolved.

STANDARD MINIMUM QUALIFICATIONS

Education:

Minimum requirements: Completion of secondary school education with a post-secondary certificate in the related functional area.

Desired requirements: University degree in Administration, Public Relations, Business Management or other relevant field or An advanced Diploma with additional years of experience.

Experiences:

At least 5 years of progressively responsible work experience, including three years in administrative services, and experience in managing inventories, facilities etc.

Language:

Excellent oral and written communication skills in English as well as local languages

Knowledge & Skills:

- Knowledge of general administrative work practices and methods, gained through relevant technical training and experience.
- Good communication skills
- Ability to develop and maintain relationships with a wide range of individuals in order to provide a high quality support service.
- Proficiency in MS Office applications (Word, Excel, Powerpoint)

To Apply:

Click '**Apply**' to the link below to start the application process. **Candidates are requested to create an account in WFP E-Recruitment system before applying.**

Please also include your CV with a cover letter, highlighting your motivation and suitability for this vacancy, as part of an online application.

WFP offers an attractive compensation and benefits package including basic salary and medical insurance.

Please visit <https://www.wfp.org/countries/sri-lanka> to learn more about WFP's operations in Sri Lanka.

Only short-listed candidates will be contacted.

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.