



UNITED NATIONS WORLD FOOD PROGRAMME

(REF: WFP/TR/2014/SC/52)

DATE OF ISSUE: 01/09/2014

Deadline for applications: 16/09/2014

Job Title: Staff Assistant (One position)

Contract: Service Contract (SC5)

Duty Station: Gaziantep Turkey

Supervision received: The Staff Assistant reports to the Head of Syria Coordination Unit in Gaziantep

Duration: Till 31.12.2014 (extendable)

Accountabilities: Within delegated authority, the Staff Assistant will be responsible for the following duties:

- Receive, screen and log correspondence, reports, etc, and forward to the appropriate officer; maintain a log in system and follow up to ensure that replies are timely or that action is taken within the established deadline;
- Screen, assess and refer telephone calls and enquires to appropriate staff; provide information on a variety of questions such as the division's programme and activities as well as sensitive information;
- Coordinate and expedite office wide responses to sensitive telephone and written enquires on behalf of the manager;
- Maintain the manager's calendar and schedule appointments and meetings and make tentative appointments on his/her behalf; brief the manager on matters to be considered prior to scheduled meetings;
- Maintain and update the office's filing and reference system including confidential files, performance evaluation reports, and disciplinary actions;
- Identify and extract information from various sources and prepare briefing notes and/or resume for inclusion in correspondence and reports; draft various standard correspondence and review all outgoing correspondence for composition and style as well as grammatical accuracy, factual correctness, and adequacy of treatment as well as adherence to WFP procedures;
- Provide procedural advice to staff on office methods and procedures, and on the use of various computer programmes and other office equipment to improve the quality and efficiency of their work;
- Maintain attendance and leave records of staff in the office;
- Perform other related duties as required.

In addition to the above-listed duties and responsibilities, the Staff Assistant at L-5 level will be responsible for the following duties

- Coordinate the staff support services, distribute special assignments to other Assistants and clear correspondence for the supervisor's signature.
- Draft moderately complex correspondence and ensure any related follow up; prepare various documentation and reports, including highly confidential letters, by ensuring accuracy in spelling and layout and adherence to WFP procedures;
- Organize or participate in organization and preparation of staff meetings or special meetings and prepare minutes/notes for record of these meetings;

- Prepare informal translations and act as interpreter for *ad hoc* meetings, as requested;
- Provide guidance and orientation to new support staff on office procedures, and where requested, provide on-the-job advice/training;
- Perform liaison duties with other units by supporting supervisor in consolidating documents and reports, following up on the deadlines for various correspondence and on a range of assignments to ensure timely response to all clients;
- Perform other related duties as required.

Minimum qualifications:

Education:

Completion of secondary school education (Preferably University degree).

Experience:

At least four years of experience in secretarial or in general administrative work.

Knowledge:

Proven ability to effectively use word processing, spreadsheets, power point and other standard office technology equipment. Thorough knowledge of modern office procedures and methods. Good knowledge of information management principles. Good knowledge of principles/practices of dealing with high-level visitors. General knowledge of UN system administrative policies, rules, regulations and procedures in the area of administration.

Language:

Fluency in both oral and written communication in Turkish and in English. Knowledge of written and spoken Arabic is preferred.

**We are looking for national candidates for the position.
Preferably candidates who are residing in location or surrounding areas.**

Female candidates are encouraged to apply.

IN ORDER TO APPLY:

Applicants should follow application process below and submit their CV no later than 16th September 2014, 17:30 hours.

Application procedures:

Go to: <http://i-recruitment.wfp.org/vacancies/14-0015544>

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

Only short - listed candidates will be contacted.