



**WORLD FOOD PROGRAMME – RBJ, Johannesburg
VACANCY ANNOUNCEMENT No – REF:62541**

Position Title : **Business Support Assistant**
Grade : **G5 (Fixed Term)**
Duty Station : **Johannesburg Regional Bureau, South Africa**
Salary : **As per UN salary scales**

Background:

The United Nations World Food Programme (WFP) WFP is recognized as the leading solution provider and partner in the struggle to end hunger and malnutrition and particularly for its efforts to reach those furthest behind first.

Being the frontline agency of the United Nations system that delivers innovative hunger solutions to 81 countries each day worldwide; WFP's 14,800+ strong staff share a vision and commitment to end hunger by 2030. Tackling the causes -- not just the symptoms -- and operating in the remotest corners of the world, with all logistical means necessary, WFP's results-focussed team provides nutritious and life-saving food and cash assistance when necessary. Bringing unrivalled experience and operating in the world's most high profile, difficult environments, WFP upholds the humanitarian principles of humanity, integrity impartiality and neutrality.

In successfully achieving the Sustainable Development Goal 2 (SDG 2) i.e Zero Hunger by 2030, the WFP team actively fosters partnerships with governments, communities, local authorities, civil societies, other UN agencies and the private sector.

For more on WFP and what we do, please go to <http://www.wfp.org/videos/zero-hunger>.

Job context

To deliver a wide range of business support processes and activities for a specific professional area of work, to facilitate effective service delivery.

Duties and Responsibilities:

Under the direct supervision of the National Admin Officer, the Business Support Assistant will be responsible for the following tasks:

Key tasks and responsibilities:

Invoice processing for all Admin services:

- Raise Purchase requests (PRs), Service Entry Sheets (SES) /Goods Received Notes (GRNs) on time and monitor conversion to Purchase Order (PO)
- Monitor and process invoices on the Invoice Tracking System.
- Monitor PO values and ensure sufficient funds for invoice processing.
- Reconcile all invoices against the POs.

Micro Purchase Orders (MPO) and UNJS focal point:

- Raise MPOs for Admin Unit in accordance with MPOs directive.
- Generate quarterly reports on total MPOs and value for the unit.

Telephone bills coordinator:

- Distribute monthly mobile and landline bills to all staff.
- Generate monthly reports on each Unit's phone expenditure.
- Record and keep updated staff responses on personal identification of calls.
- Communicate same to Finance for follow up.

- Keep an accurate audit of all mobile sim cards and contracts in the office.
- Reconcile total number of handsets and allocated numbers against the summary bill each month.
- Provide bills to relevant COs and monitor usage.
- Respond to all queries related to mobile phones and liaise with service provider in that regard

Admin Long term Agreements:

- Monitor all contracts' expiry dates and initiate renewal/tender process.
- Draft terms of reference for contract renewal or tender process.

Stationery focal point:

- Keep accurate record of stationery.
- Produce monthly reports on stationery consumption and stock count.
- Distribute stationery to staff as per request

Responsible for pouches:

- Ensure all outgoing and incoming pouch is logged and distributed accordingly.
- Responsible for all mobile phone related queries
- Vendor creation focal point
- Act as alternate for Protocol Assistant and Regional Director /Deputy Regional Director's office assistant.
- Operate a variety of office equipment such as photocopier, facsimile, printer, telex, and maintain supplies; produce photocopies of materials as required and collate pages when necessary;

Events Coordination:

Act as focal point for all meetings and workshops for the Regional Bureau. This includes booking of hotels and facilitating all payments related to the event in line with WFP's financial guidelines and facilitating payments to the hotels;

- Facilitate hotel bookings for all incoming staff as per UN security requirement, as and when required;
- Facilitate land transport for airport pick up and drop offs, as and when required;
- Review land transport and accommodation services and propose additional service provides in line with WFP regulations

Qualifications and Experience

Education:

Completion of secondary school education. A post-secondary certificate in the relevant functional area is desirable

Experience:

Five or more years of progressively responsible work experience in administration or related field.

Knowledge & Skills:

Knowledge of specialised common business practices and methods, gained through relevant technical training and experience.

Ability to develop and maintain relationships with a range of individuals in order to provide a high quality support service.

Ability to carry out basic data analysis and independently rectify problems requiring attention.

Ability to monitor and record financial transactions.

Good communication skills required to give and receive information and work with a variety of individuals.

Ability to maintain confidentiality.

Language:

Fluency in both oral and written communication in English is essential.

This position is open to both male and female candidates who are nationals of South Africa and non-South African nationals holding permanent residence permit only.

CLOSING DATE: 01 September 2017

Interested individuals meeting the above requirements are requested to apply on the WFP Career Website using the following link: <http://www1.wfp.org/careers/job-openings>. Please search for the position title: Finance Intern, Johannesburg, requisition no: 62541