



<https://jobs.eagmark.net/job/eoi-business-support-assistant-aviation/>

Description

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide and the 2020 Nobel Peace Prize Laureate. The mission of WFP is to help the world achieve **Zero Hunger** in our lifetimes.

Responsibilities

1. Provide inputs to the E_FMA, including passengers/cargo bookings and flights' actual check-in data- in line with applicable instructions.
2. Plan and perform check-in at the airport and communicate and provide all relevant information and paperwork required for the flight.
3. Monitor security screening of all UNHAS passengers and report to the supervisor any observed issues and concerns related to AVSEC matters.
4. Accept Inbound and outbound cargo and maintain respective lagers and spreadsheets.
5. Supervise work the of service providers to ensure quality and timely support
6. Communicate with the UNHAS staff at other destinations to make sure relevant information is shared.
7. Communicate with Airport Immigration Authorities on matters related to day-to-day air operations.
8. Prepare a variety of reports such as daily flight reports, monthly reports, fuel reports, received cargo and pouches records.
9. Cross-check monthly invoices received from service providers and authorities for accurateness:
10. Adhere to safe approaches and flight safety promotion in line with respective guidelines.
11. Respond to a variety of inquiries from staff as appropriate and provide timely and accurate service to clients.
12. Set up, classify, and maintain unit files, including but not limited to booking files, fuel receipts, and daily flights file.
13. Perform other related duties as required.

Qualifications

Education: Completion of secondary school education. Post-secondary certificate in flight dispatch, or relevant aviation related trainings is an asset

Experience: Three or more years of experience in general administrative work. Basic Knowledge of safety around aircraft. Previous experience with UNHAS is an added advantage.

Language:

Proficiency in both oral and written communication in English and Somali is a requirement.

Knowledge & Skills:

EOI-Business Support Assistant (Aviation)

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Duration of employment

3 Months

Industry

Humanitarian and Agriculture

Job Location

Galkayo, Somalia

Valid through

14.06.2023

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- 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 with excellent customer service
- Good attention to detail in order to identify data discrepancies.
- Extract data from various sources for reporting and complete data entry in defined work systems
- Ability to work to deadlines and follow clear instructions

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