

## **Business Support Assistant - UN World Food Programme**

*Assisting more than 115.5 million people in 120 + countries each year, the World Food Program (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies, and working with communities to improve nutrition and build resilience*

Location: Tripoli, Lebanon

Deadline for application: June 28, 2024

Contract Duration: 12 months (extendable)

Major: degree in Business Administration, or any related field

Experience: 5 – 7 years of experience

Major Responsibilities:

- Assist in reviewing security threats and risks, compile accurate reports on trends and situations that could adversely impact WFP operations to ensure information is accurately collated to support reporting and decision-making.
- Review security-related information (e.g. security incidents and events, security support to daily activities, etc.) and use corporate or local information management tools to provide basic analyses and reports to ensure information is readily available for relevant stakeholders.
- Liaise and coordinate with local administration, security and law enforcement authorities, communities, UN/NGO security staff and other actors to facilitate access for safe programme delivery and to mitigate potential risks against staff and other resources.
- Prepare detailed security assessment reports after field missions with risk mitigation recommendations to support security situation analysis and facilitate decision-making.
- Assist in the formulation of advice to Country Director on security risk management matters and safety issues in compliance with the United Nations Security Management System (UNSMS).
- Assist in implementation of all security risk management mitigating measures, including residential security measures - RSM to ensure compliance.
- Assist in management and maintenance of security equipment and identify new requirements to strengthen technology capacity in line with business requirements.
- Assist in monitoring that all access control procedures are effective and stringently followed by all staff and visitors to ensure accountability and maintenance of safe and secure environment.
- Contribute to the development and update of emergency and contingency planning documentation including physical preparations and procedures to support preparedness for crisis
- Assist in identification of security training needs to support training planning and implementation to address staff development needs. 12. Supervise and provide on-the-job training to other staff supporting their development and high performance.

How to Apply:

Kindly send your CV or contact the Career Services Center, Email: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802