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VA022-2026 Site Maintenance Assistant (SC3) Qamihli

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- Fully Present
- Al Qamishli, Syria, The Arab Republic O
- Full time
- Posted 3 Days Ago
- JR127180

DEADLINE FOR APPLICATIONS

15 October 2026-23:59-GMT+03:00 Eastern European Time (Damascus)

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 World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of extreme weather shocks.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

As Syria navigates a new chapter marked by historic opportunities and enduring challenges, the scale of humanitarian needs remains overwhelming. Today, more than 70 percent of Syria's population continues to depend on some form of humanitarian assistance. Over half of the population is grappling with food insecurity, with nearly 3 million people facing severe food insecurity. Around 7 million people remain displaced internally, while more than 4 million are refugees in neighbouring countries. Since December 2024, hundreds of thousands of refugees and internally displaced Syrians have begun returning to their areas of origin. Many more plan to return and will require vital support as they reintegrate.

The United Nations World Food Programme (WFP) is the largest humanitarian agency operating in Syria since 1964 and is uniquely positioned to support Syrian communities in their recovery through its expansive reach and scale. WFP's interventions prioritize emergency relief and resilience-building efforts focused on the most severely food insecure populations. Additionally, WFP is a key actor in the country's social protection sector also plays a vital role in strengthening Syria's social safety-net systems.

Operating under its 2022-2026 Interim Country Strategic Plan (iCSP), WFP addresses the growing food and nutrition needs livelihood, resilience and early recovery, and reviving food systems, in close collaboration with the Syrian government, humanitarian and development stakeholders.

JOB TITLE: Site Maintenance Assistant

TYPE OF CONTRACT: SC3

DUTY STATION (City, Country): Qamishli - Syria

Number of positions: 1

DURATION: 12 months

Supervision received: This post is based in Qamishli and works under the direct supervision of the Management Services Assistance within Qamishli office.

Job Purpose: To perform a variety of site maintenance tasks to support safe, comfortable and reliable working environment.

Accountabilities and Key Responsibilities (not all-inclusive, nor exhaustive):

1. Plan, coordinate and provide a variety of site maintenance and installation works, to ensure preventive maintenance (e.g. for generators, solar system, water heaters, heating system, water pumps, etc.) is carried out regularly ensuring well-functioning equipment.
2. Coordinate and/or provide portering and cleaning services (e.g. moving assets, reorganizing/installing workstations, assisting in setting up conference/meeting/event locations, removing waste materials, emergency cleaning, etc.), to support organized and safe work environment.
3. Perform regular and ad hoc installations, repairs and maintenance of plumbing systems and electrical equipment and other components, to ensure all installations meet established safety standards.
4. Assist in maintaining accurate inventory records through physical check and maintenance of lists/database, and arrange disposal of identified equipment and materials, strictly following WFP assets management guidelines.
5. Support, in coordination with the Asset Focal Point in the Field, with the Physical Count and Reconciliation exercise that is conducted on annual basis.
6. Compile and provide accurate reports on works undertaken, services provided, materials procured and used for installations/repairs including accurate generator fuel logbooks, to support accurate accounting and enable efficient planning for future works/services.
7. Provide technical guidance to external contractors during specific maintenance schedules, to enable efficient and cost-effective services.
8. Support supervisor in evaluating installation/repair works, compare prices of materials, and contribute to planning of future preventive maintenance works, to contribute to efficient and cost-effective site maintenance services.
9. Support in storing, counting, dispatching and proper tracking of vehicles spareparts, fuel logbook and tracking vehicles maintenance systematically and on the ground.
10. Support the fleet focal point in verifying vehicles fuel invoices and follow up with the drivers on the maintenance request from the initiation until closing.
11. Any additional task requested by the supervisor.

STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

Education: Completion of Secondary school education.

Experience: Three or more years of related experience in site maintenance and record keeping procedures.

Knowledge & Skills:

- Knowledge of machine operations and use of cleaning materials/solutions.
- Ability to operate and maintain equipment and supplies in good working order.
- Knowledge of safety precautions.
- Ability to multi-task and respond simultaneously and in a timely fashion to job requirements.
- Ability to handle a large volume of work quickly and accurately under time constraints.
- Ability to maintain accurate and precise records.
- High sense of responsibility and punctuality.
- Honesty and integrity. • Ability to draft correspondence and write and spell correctly.
- Ability to work in a multicultural environment.
- Ability to work in a team.
- Ability to work in all weather conditions.

Languages:

Fluency in both oral and written communication in both English and Arabic.

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact:

global.inclusion@wfp.org

NO FEE DISCLAIMER

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- All applications must be submitted exclusively through our online recruiting system. We do not consider CVs or applications sent by email, LinkedIn, or any other channel.
- We strongly recommend that your Workday profile is accurate and complete, and that all sections are filled in, including your employment history, academic qualifications, language skills, and UN grade (if applicable). Once your profile is completed, please apply, and submit your application.
- If you experience technical issues while submitting your application, you may contact us at global.hrrecruitment@wfp.org. Please note that this email is **only** for technical issues with an application - **unsolicited applications or documents sent to this inbox will not receive a reply**.
- At the application stage, the only required documents are your CV and Cover Letter. Additional documents (passport, certificates, recommendation letters, etc.) may be requested later in the process.
- Only shortlisted candidates will be contacted and invited to proceed to the next stage of the recruitment process.

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