



UN World Food Programme – Lebanon  
JOB ADVERTISEMENT  
VACANCY ANNOUNCEMENT NO. VA-13/2023

Post Title:	Food Safety and Quality Assistant
Contract type:	Special Service Agreement
Post Grade:	SSA 5
Duty Station:	Beirut Country Office
Duration:	11 Months (Renewable based on business need and performance)
Date of issue:	04 July 2023
Closing Date:	18 July 2023

WFP seeks candidates of the highest integrity and professionalism. Selection of staff is made on a competitive basis. WFP does not charge a fee or request bank details at any stage of recruitment process. We are committed to diversity and inclusion within our workforce and encourage all qualified candidates to apply irrespective of religion or belief, ethnic or social background, gender, gender identity, and disability.

يبحث برنامج الأغذية العالمي عن موظفين لديهم درجة عالية من النزاهة والمهنية. يتم اختيار الموظفين على أساس تنافسي. لا يتقاضى برنامج الأغذية العالمي أي رسوم ولا يطلب أي معلومات مصرفية خلال أي مرحلة من مراحل التوظيف. نحن ملتزمون بالتنوع والإشراك ضمن القوى العاملة ونشجع جميع المرشحين المؤهلين على تقديم الطلبات بغض النظر عن دينهم، معتقداتهم، خلفيتهم العرقية أو الاجتماعية، جنسهم، هويتهم الجنسية أو إعاقتهم.

- This position is open to qualified **Lebanese** candidates **only**.
- Women and persons with disabilities are encouraged to apply.
- Our premises are accessible, and we are committed to accommodating any required reasonable accessible needs to remove barriers in the workplace.
- Only shortlisted applicants will be contacted.

#### **Organizational Background:**

Assisting more than 115.5 million people in 120 + countries and territories each year, the World Food Program (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies partnering with governments, and providing common services that allow the entire humanitarian community to save lives in emergencies and build the resilience of food insecure people and communities.

As the international community has committed to end hunger, achieve food security and improved nutrition by 2030, one in nine people worldwide still do not have enough to eat. Food and food-related assistance lie at the heart of the struggle to break the cycle of hunger and poverty.

WFP Lebanon provides humanitarian assistance to over 2 million vulnerable persons for food and other essential needs through cash-based transfers and in-kind food. WFP Lebanon also provides food assistance in the form of snacks and fresh food to school aged students and promotes resilient livelihoods and sustainable food systems. In addition to direct assistance to the most food insecure and vulnerable people, WFP also supports government institutions, partners, and other entities to strengthen their capacity to deliver social assistance.

To know more about WFP's mission, please check the below video:

<https://www.facebook.com/WorldFoodProgramme/videos/10154930622760178/U32T>

**Organizational Context:** This job is based in WFP Country Office Beirut. Job holder will report to the Food Safety and Quality Associate within the Supply-Chain Unit.

**Job Purpose:** To support the planning, development and improvement of food safety and quality assurance procedures applied by relevant programmes including School Meals Programme aligned with WFP guidelines and regulations.

**Duration:**

11 months (renewable based on business need and performance)

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

Within delegated authority and under the direct supervision of the Food Safety and Quality Associate, the incumbent will be responsible for the following duties:

- Act as a focal point to monitor and evaluate the food safety procedures applied in relevant programmes (i.e., School feeding modalities, Livelihood agribusiness supported projects, etc.), ensuring compliance with WFP food and safety regulations
- Assist in developing, maintaining, and continuously improving Food Safety and Quality Assurance protocols applied in relevant programmes (i.e., School feeding modalities, Livelihood agribusiness supported projects, etc.) implemented by WFP Cooperating partners and relevant third-party service providers.
- Oversee and monitor the food safety inspection procedures applied by contracted third-party service providers for the school feeding operation at relevant locations.
- In the event of food safety incidents, support investigation exercises, under the supervision of the head of unit, to enable lessons learned to be documented and shared to reduce the re-occurrence of the incident.
- Assist in assessing the food suppliers, farmers, and relevant stakeholders to ensure the availability of high-quality and locally sourced food items.
- Provide regular reports on food safety, quality control, and program performance to the relevant internal units.
- Assist in the development and execution of food safety and quality assurance training programs for relevant staff in the Cooperating partners or food sourcing entities working in relevant programmes (i.e., School feeding modalities, Livelihood agribusiness supported projects, etc.)
- Perform other related duties as required.

**STANDARD MINIMUM ACADEMIC QUALIFICATIONS:**

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area.

**Experience:** Minimum five (5) years of experience in food safety, quality control, and nutrition in a school or institutional setting.

**Language:** Fluency in both oral and written communication in English and Arabic languages.

**Desired Skills and Knowledge:**

- Strong knowledge of food safety standards, nutritional guidelines, and regulations.
- Excellent understanding of food processing, preservation, and quality assurance procedures.
- Effective communication and training skills to interact with kitchen staff, nutritionists, and other stakeholders.
- Attention to detail and the ability to conduct thorough inspections and assessments.

It is important to WFP to create an accessible, inclusive workplace for everyone. If you require any reasonable accommodation to apply for this position or at any stage of the recruitment process, please contact [lebanon.recruitment@wfp.org](mailto:lebanon.recruitment@wfp.org) to advise us of any accessibility needs (e.g. more time, support to fill the form, etc.) you may have.

**THE WORLD FOOD PROGRAMME DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, ASSESSMENT, INTERVIEW MEETING, OR PROCESSING). THE WORLD FOOD PROGRAMME DOES NOT REQUIRE INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

**Applications must be submitted online:**

**Application procedures:**

**Go to:** <https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=828093&company=C0000168410P>

**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