



**UN World Food Programme – Lebanon  
JOB ADVERTISEMENT  
VACANCY ANNOUNCEMENT NO. VA-14/2026**

<b>Post Title:</b>	Business Support Assistant (Security) SSA5
<b>Contract Type:</b>	Special Service Agreement SSA5
<b>Duty Station:</b>	Beirut Country Office
<b>Contract Duration:</b>	3 months (Renewable based on availability of funds, business needs and performance)
<b>Date of issue - Closing Date:</b>	24 April 2026 – 01 May 2026, <b>11:59 PM Rome time</b>

**WFP Lebanon encourages female candidates and people with disabilities to apply.**

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.

WFP is dedicated to fostering diversity, equity, and inclusion. Our recruitment process is inclusively crafted to welcome candidates of all backgrounds, celebrating diversity and ensuring a respectful environment for all. We aim for an accessible and fair recruitment journey. Should you need any reasonable accommodations or have accessibility concerns, please reach out to us confidentially at [lebanon.recruitment@wfp.org](mailto:lebanon.recruitment@wfp.org) (and copying in [global.inclusion@wfp.org](mailto:global.inclusion@wfp.org)). Our DEI team is here to ensure your full participation in our recruitment process.

**Organizational Background:**

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 helping individuals and communities find life-changing solutions to the multiple challenges they face in building better futures.

In conflict situations, we bring relief to exhausted populations and use food assistance to build pathways to peace and stability – work for which WFP was awarded the Nobel Peace Prize in 2020.

WFP Lebanon provides cash assistance to Syrian refugees and in-kind assistance to vulnerable Lebanese, while supporting the Government in strengthening social safety nets. WFP supports resilience-building activities, and its school meals programme improves nutrition and school attendance. Since October 2023, WFP has provided food and cash assistance to people affected by the conflict and has scaled up its food assistance including the distribution of daily meals following the recent escalation.

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

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

**Job Purpose:**

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

Under the direct supervision of the Head of Security or their designate, the Business support Assistant (security) will be responsible to deliver standard business support processes to facilitate effective service delivery in the area of security, security compliance, security procurement, compliance, long term agreements (LTAs), etc. The incumbent will also support the drafting of official documents and requests in these areas, liaising both with internal and external stakeholders to collect and share information, and inputting transactional records in internal systems, ensuring timely and accurate update, including reporting of security parameters and figures, developing of tableau dashboards of staff tracking and for security compliance. The incumbent will also act as a procurement focal point for the security unit, including preparing the procurement plans, handling security long term agreements and will act as focal point with the private security company.

The Business Support Assistant will be required to demonstrate good organizational, confidentiality, and proactivity skills while being a team player who can confidently and effectively communicate with a wide range of individuals.

This position is to ensure the safe and effective management of staff movements, particularly under emergency conditions. It is responsible for authorizing, documenting, and coordinating all movements through security clearances, CONOPS, and MSCR preparation. Beyond administrative functions, the role is vital to upholding UN rules, reducing risks, and maintaining accountability. In emergencies, when convoy schedules shift rapidly and operational demands intensify, this position becomes critical to safe operations preventing unauthorized movements, minimizing security threats, and safeguarding personnel and assets in dynamic, high-risk environments.

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

Within delegated authority and under the direct supervision of the Security Operations Officer, the incumbent will be responsible for the following duties:

- Collate information for inclusion in reports, documents and correspondence, to support the effective work of other staff.
- Respond to standard queries and provide timely and accurate guidance.
- Process and manage routine administrative and financial tasks in various functional areas, to contribute to the effective and timely management of resources
- Manage and maintain records and databases, to ensure information is organised and readily available for staff.
- Maintain relationships with a range of individuals through provision of business support to assist in information sharing and service delivery to staff.
- Proof-read reports, documentation, correspondence, etc., making changes in line with established guidelines where appropriate.
- Contribute to improvement of business procedures and processes.
- Collect and perform basic analysis of data to contribute to quality business information management.
- Provide guidance to junior colleagues in performing their duties.
- 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:** At least Five (5) years of progressively responsible work experience in general administrative work preferably within the field of security, military, police or private security companies.

**Language:** Fluency in both oral and written communication in English and Arabic. Knowledge of French language is an added advantage.

### Required Experiences for entry into the role:

- Experience in report writing
- Good knowledge of MS Office (Word, Excel, PowerPoint).
- Good organization, client orientation and communication skills.
- Experience updating database or tracking sheets and maintaining records in a timely and accurate manner.

### WFP Leadership Framework: Common Standards of Behaviour

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](#)

### Terms and Conditions:

- WFP offers a **competitive benefits package** including salary, various types of leaves including, medical and life insurances, provision of breastfeeding rooms for new parents, and various wellness platforms.
- WFP Lebanon offers flexible working hours schedule upon prior approval.
- Our **premises are accessible**, and we are committed to accommodate to any required reasonable accessible needs to remove barriers in the workplace.
- Only shortlisted applicants will be contacted.

### Applications must be submitted online:

- Step 1: To apply to this position, click on the link existing at the end of this page.
- Step 2: You will be directed to WFP official website to view the vacancy details. Click on Apply to be directed to the application process
- Step 3: if you do not have an account, you will have to create your profile and submit your CV in the platform
- Step 4: Once your profile is completed, Click on “Apply” to submit your application

### Click the following link to apply for this position:

[https://wd3.myworkdaysite.com/recruiting/wfp/job\\_openings/job/Beirut-Lebanon-The-Republic-Of/XMLNAME--Surge--Business-Support-Assistant--Security--SSA5\\_JR122220-1](https://wd3.myworkdaysite.com/recruiting/wfp/job_openings/job/Beirut-Lebanon-The-Republic-Of/XMLNAME--Surge--Business-Support-Assistant--Security--SSA5_JR122220-1)

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. 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 within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*