

IT Operations Assistant – World Food Program (WFP)

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.

Location: Beirut

Contract Duration: 6 Months (Renewable)

Deadline for Applications: 08 May 2026

Major: degree in Computer Engineering, Computer Science, or any related field

Experience: 4 – 6 years in the IT support, system administration and networking

Major Responsibilities:

- Carry-out system and equipment maintenance tasks, such as back-up system data and system protection, to ensure they are running effectively and enable easy and efficient use.
- Undertake basic monitoring and troubleshooting of server systems to ensure consistent delivery of IT services to staff.
- Receive and inspect all incoming assets and report discrepancies in IT materials inventory to senior colleagues to ensure materials are effectively tracked.
- Perform basic beta testing and support the roll out of new versions of centrally supported software to ensure software is operational for WFP staff.
- Ensure information is up to date and accurate within inventories, databases, websites, and archives to support senior officers in managing these systems.
- With direction from senior colleagues, collate information to be included in standard material such as training documentation and web content, to contribute to the availability of information about services and products.

Additional Requirements:

- Experience resolving level 1 IT issues.
- Very good Knowledge of IT infrastructure and networking concepts
- Experience in helpdesk procedures and ticketing systems including resolving hardware and software-related problems.
- Experience with server administration and maintenance

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802