

Job Title: Warehouse Management Associate FT GS6 Damascus VA042-2017

DEADLINE FOR APPLICATIONS

From 23 May 2017 till 06 June 2017

TYPE OF CONTRACT

Type of Contract : Fixed Term

Duration : One year

Duty Station: Damascus- Syria

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

STANDARD MINIMUM QUALIFICATIONS

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

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

ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Area Offices (AOs) and Field Offices (FOs). Job holders report to a Logistics Officer.

At this level job holders are expected to demonstrate responsibility and initiative to manage warehouse activities and respond independently to queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis. Job holders have a level of expertise and knowledge to adapt and contribute to the development of standard operating procedures and processes in order to continually improve the level of service. They are expected to manage resources and coach and coordinate a team of warehouse staff.

JOB PURPOSE

To manage a range of warehouse activities including safeguarding of commodities and supplies, and ensuring well-organized warehousing and storage service in compliance with WFP warehouse guidelines.

KEY ACCOUNTABILITIES

Under the direct supervision of the National Logistics Officer, and in coordination with transport, shipping and downstream pipeline sections the incumbent will:

1. Carry out commodity management and oversight of operations (i.e. storage, quality control) in Sahanaya or Al Kisweh to meet WFP assistance programme objectives and commitment to all clients and partners served.
2. Assess and review on a systematic and periodic basis warehouse space availability to maintain adequate warehousing space is secured to accommodate WFP food and non-food items in Sahanaya or Al Kisweh.
3. Provide a technical support to Field Offices and WFP Implementing Partners.
4. Prepare all procedures and necessary steps for commodity disposal;
5. Respond to ad-hoc warehouse management and logistics issues as may be required;
6. Responsible for the management of the WFP Sahanaya or Al Kisweh warehouse, in line with WFP policies the OT Manual;
7. Monitor and review operations of WFP managed warehouses to ensure that they are consistent with WFP practices and standards.
8. Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;
9. Carry out regular commodity physical random check/inventory of the warehouse;
10. Produce regular stocks reports and daily stocks position;
11. Prepare loading plans and ensure that WFP standard waybills are duly filled;
12. Follow up with Commodity Accounting Team to ensure accurate and timely preparation of stock status report and

- dissemination to relevant Units.
13. Confirm the accurate and appropriate establishment and maintenance of control systems in Sahanaya or Al Kisweh warehouse as well as in implementing partners operated warehouse; for stocks accounting, reporting and oversight.
 14. Ensure that monthly and annual stock counting is undertaken systematically and periodically in Sahanaya or Al Kisweh. Supervise in counting on sample basis.
 15. Plan and ensure that the quality of in Sahanya/ Al Kisweh stocks is maintained through regular inspection, sanitary measures, fumigation, swaps/rotation and other loss mitigation methods
 16. Evaluate the packaging, sampling, quality and reconditioning of commodities to confirm that they meet WFP standards. Report and/or take actions to resolve problems.
 17. Monitor and reporting on a monthly basis the age analysis of stocks in storage is to prevent loss or waste of commodity.
 18. Answer queries on commodity transactions, stocks and pledges from Field Offices in collaboration with Pipeline, Procurement, Shipping and LESS Sections;
 19. Maintain a database on loans/ repayments/ swaps between WFP projects;
 20. Ensure that Downstream Pipeline Monitoring Report submission is accurate and reflect project requirements and situation on the ground;
 21. Liaise with Lebanon corridor for update of Daily Tracking Report as well as monitor the WFP Damascus dedicated fleet status;
 22. Liaise with LTSH for reconciliation of warehouse invoices and handling payments;
 23. Plan and execute training of WFP staff/ counterparts on commodity management.
 24. Ensure that appropriate staffing levels are adequate in WFP managed warehouses.
 25. Provide guidance and technical support to colleagues to ensure optimum performance levels to meet objectives.

OTHER SPECIFIC JOB REQUIREMENTS

This section is optional to describe additional responsibilities & knowledge required for the specific job. reliable working environment.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- At least five years of practical commercial/professional experience in one or more of the transportation and ancillary sectors: port operations, shipping, clearing and forwarding, air operations, large scale road/rail transport and distribution management. Experience maintaining a logistics database and running queries on ongoing shipments, pipeline information, insurance claims, and food stock.
- Experience in administering third party service providers' contracts.
- Experience in compiling contract documentation.
- Experience in contract execution.
- Experience in budget monitoring and reporting.

TERMS AND CONDITIONS

Please upload your CV in English

Only short-listed candidates shall be contacted.

Candidates must get an auto confirmation email once applying

Female candidates are strongly encouraged to apply.

This position applies to Syrian nationals residing in the country or abroad. National of other countries with a valid Syrian residency and/or work permit are welcome to apply.

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WFP Staff :

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=54623&company=C0000168410P&username=>

External candidate:

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=54623&company=C0000168410P&username=>