

# Job Title: Logistics Officer FT NOB-Damascus VA019-2017

## DEADLINE FOR APPLICATIONS

From 15 March 2017 to 29 March 2017

## CONTRACT DURATION/TYPE

Duration : One year

Type : Fixed Term NOB

Duty Station: Damascus, Syria

## ABOUT WFP

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. WFP pursues a vision of the world in which every man, woman and child has access at all times to the food needed for an active and healthy life. The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for Logistics Officer NOB , Based in Damascus.

The Logistics Officer will provide support to the Logistics activities that effectively meet food assistance needs.

## ORGANIZATIONAL CONTEXT

These jobs are likely to be found in Headquarters (HQ), Regional Bureaux (RBs) or Country Offices (COs). In the field, job holders report to the Head of Field Office or Head of Logistics or the designate. In RBs and HQ, job holders report to a more senior Logistics Officer. Job holders operate with a high degree of independence, manage more junior staff to ensure that logistics operations and project objectives are achieved in full. Job holders are heavily involved in day-to-day activities and analytical work, and are likely to focus on one specific area of logistics (i.e. budget preparation and management, commodity and warehouse management, supply chain, fleet and workshop management, port operation management, logistics cluster and information management) or manage teams within logistics operations to ensure supply chain strategies are implemented.

## KEY ACCOUNTABILITIES

### **Logistics Strategic Planning/ operational Support:**

- Participate and contribute to strategic planning, operational and policy discussions on warehousing management, packaging, downstream pipeline, resources and staffing;
- Advise and/or take action on warehousing management, structures and staffing levels to ensure all operational, financial and human requirements are adequate to meet goals and objectives;

### **Supply Chain Management:**

- Conduct portions of financial analysis and budget reviews, drawing out insights and recommending actions to the supervisor to optimize use of available funds.
- Guide support staff, acting as a point of referral and supporting them with Syria Crises Concept of Operations analysis and queries.
- Collate data and contribute to preparation of accurate and timely reporting, supporting a WFP wide view of logistics activities that enables informed decision making and consistency of information presented to stakeholders.
- Identify and build productive relationships with Procurement, Shipping and staff within the Jordan, Lebanon and Turkey corridors to support an integrated approach to food assistance.
- Follow emergency logistics preparedness practices to ensure WFP are able to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.

### **Warehousing Management:**

- Carry out commodity management and oversight of operations (i.e. storage, quality control) in the Damascus Office and Sub Offices to meet WFP assistance Programme objectives and commitment to all clients and partners served;
- Monitor implementation of the field visit recommendations; Monitor and review operations of WFP managed warehouses to ensure that they are consistent with WFP practices and standards; Provide a technical support to Sub Offices and WFP Implementing Partners;
- Review/evaluate performance of service providers dealing with outsourced casual labor/ porters and report or establish a potential short list vendors and suppliers;

### **Commodity Quality Control:**

- Plan and ensure that the quality of stocks is maintained through regular inspection, sanitary measures, fumigation, swaps/rotation and other loss mitigation methods;
- Ensure that a periodic fumigation activity report is prepared, circulated and reviewed;
- Evaluate the packaging, sampling, quality and reconditioning of commodities to confirm that they meet WFP standards. Report and/or take actions to resolve problems;
- Establish periodic spraying and fumigation of WFP commodities stored at trans-shipment points;

#### **Packaging and production lines:**

- Plan monthly packing (start time and end) in all WFP warehouses at the beginning of the cycle, and make adjustments as needed;
- Coordinate closely with WFP service providers on all packaging activities ensuring sufficient production and controls are in place;
- Supervise all packaging activities in the warehouse, ensuring that all service providers are adhering to all of WFP's standard requirements;
- Ensure random checks are in place for checking weights on cartons and bagged rations;

#### **Downstream Pipeline Monitoring**

- Maintain downstream pipeline projections of the Field Offices based on the approved Implementation Plan;
- Monitor the downstream pipeline resources to ensure sufficient food is timely available;
- Assist on monitor commodity requirements, availability and shortfalls (downstream pipeline monitoring) for all Field Offices;

## **STANDARD MINIMUM QUALIFICATIONS**

Education: Advanced University degree in Transport Economics, Supply Chain, Logistics, Engineering, Business Management or other related field, or First University degree with additional years of related work experience and/or training/courses.

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

Knowledge: Experience in utilizing computers including word processing, spreadsheet and other software packages.

Critical Success Factors: Ability to review a variety of data, identify and adjust data discrepancies. Identify and resolve operational problems with substantial independence; Ability to obtain or give factual information of a non-routine nature involving interpretation of facts and requiring clarity of expression; Ability to perform detailed work, frequently of a confidential nature and/or to handle a large volume of work systematically, effectively and accurately; Ability to train other staff regarding relevant work responsibilities; Ability to work in a team environment and coordinate assignments to achieve common goals; Ability to deal patiently and tactfully with people of different national and cultural backgrounds.

## **DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE**

- At least three years of postgraduate 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. Proficiency in Windows (MS Word, MS Excel) and some transport tracking system experience.

## **TERMS AND CONDITIONS**

Only short-listed candidates shall be contacted.

Candidates must get an auto confirmation email once applying

**Only Syrian and Syrian/ Palestinian nationals can apply for this vacancy**

***Female candidates are strongly encouraged to apply.***

## **HOW TO APPLY**

WFP Staff :

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=22210&company=C0000168410P&username=>

External Candidates:

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=22210&company=C0000168410P&username=>