

Job Title: Logistics Associate (Cluster) SC6 Homs VA004-2018

DEADLINE FOR APPLICATION

From 16 Jan 2018 To 30 Jan 2018

CONTRACT TYPE & DURATION

Type: Service contract.

Duration: Six months.

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.

ORGANIZATIONAL CONTEXT

These jobs are found in Headquarters (HQ), Regional Bureaux (RB) and Country Offices (CO and Area/Field Offices). Job holders report to a Logistics Officer, Head of Unit or the designate.

At this level, job holders demonstrate responsibility and initiative to respond independently to queries with only general guidance for all assistance modalities for both WFP and logistics common services. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis. Job holders typically manage a small team, supervising and coaching staff.

JOB PURPOSE

To provide specialized support functions and/or supervise staff performing standard logistics/supply chain processes and activities to enable effective delivery of goods and services for all delivery modalities.

KEY ACCOUNTABILITIES (not all-inclusive)

Within delegated authority, the Logistics Associate will be responsible for liaising and facilitating Inter agency activities coordinated by the Logistics Cluster on behalf of the humanitarian community, inclusive of the following duties:

- Assist with logistics cluster operations in order to ensure timely and cost- effective delivery and storage of cluster cargoes
- Coordinate with RITA Officer to ensure correct reconciliation with Physical inventories each month
- Liaise with Homs OCHA team on scheduling Inter agency convoys and facilitate discussions with agencies on relief items prioritization
- Make arrangements for prepositioning supplies of humanitarian relief items for humanitarian inter-agency convoys
- Coordinating and communicating with different agencies to prepare for the various operations and to negotiate with the different sides
- Work closely with WFP transport & warehousing focal to respond to the transport and service requests for inter-agency convoys
- Assist in the training of new cluster staff and WFP colleagues ensuring that staff are adequately trained in logistics Cluster systems when required;
- Liaise with WFP warehouse focal point to ensure conformity with regulations for storage of cargo in logistics cluster storage locations;
- Assist in contingency planning and logistics preparedness reviews for the logistics cluster;
- Prepare regular reports as required by Logistics Units and Cluster information management.
- Attend/chair targeted local coordination meetings when requested and keep minutes for monthly cluster meetings.
- Liaise with Information Management on dissemination of relevant logistical information
- Perform other related duties as required.

STANDARD MINIMUM QUALIFICATIONS

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

Experience:

At least five years of progressively responsible work experience, including at least three years in the field of logistics.

Knowledge:

- Experience utilising computers, including word processing, spreadsheets
- General knowledge of WFP system policies, rules, regulations and procedures.

Desirable skills:

- Knowledge of WFP manuals in the area of logistics
- Knowledge of negotiation techniques
- Ability to facilitate meetings/workshops

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

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.*

HOW TO APPLY

WFP Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=74025&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=74025&company=C0000168410P&username=>