

Job Title: Warehouse Management Associate FT G6 Lattakia VA017-2018

DEADLINE FOR APPLICATIONS

From 15 February 2018 To 1 March 2018

CONTRACT TYPE & DURATION

Contract type: Fixed term contract.

Duration: One year.

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 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 (not all-inclusive)

1. Responsible for the effective planning and management of warehouse operations, to ensure safe and efficient warehousing and storage of all commodities and supplies.
2. Contribute to review of WFP corporate warehouse standards and procedures, to support efficiency and changing business needs.
3. Coordinate the receipt/dispatch of commodities, to ensure accurate recording, accounting and reporting is available at all times to support decision-making.
4. Responsible for the accuracy of warehouse transaction records including identification of discrepancies, to ensure immediate and accurate reporting on commodity movements in line with the corporate requirements.
5. Responsible for inventory management (e.g. physical stock verification, reporting, etc.), to ensure any existing and developing issues with regards to proper stocks management are timely addressed and WFP standard procedures for commodity handling and storage are strictly followed.
6. Supervise preparation and/or prepare regular and ad hoc reports and statistics on warehouse operations, to support informed planning and decision-making.

7. Oversee safeguarding of commodities through providing guidance on and taking initiative towards implementation of preventive measures, to ensure that commodities are preserved in good condition and that quality control actions are initiated as appropriate following WFP established procedures.
8. Review on periodic basis warehouse space availability, plan and implement new design layouts to support business needs and ensure cost-efficiency.
9. Work in collaboration with internal and external stakeholders, in order to deliver aligned and coherent warehouse services.
10. Identify training needs and efficiently plan trainings, to ensure that all staff have required knowledge and skills to carry out their responsibilities.
11. Supervise warehouse staff, to ensure high performance standards.

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.

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 in 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.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Supply Chain Management and Optimization	Demonstrates ability to design basic supply chain networks, including appropriately assessing and escalating challenges to ensure that WFP is able to provide consistent and uninterrupted service to its beneficiaries and partners.
Planning, Project & Resource Mgmt	Collects and analyses relevant technical data from diverse sources to forecast operational needs under various scenarios and makes evidence-based proposals.
Information Management & Reporting	Liaises with internal and external stakeholders to consolidate preliminary data analysis, draft reports and disseminate information that represents concerns and trends.
Market Analysis, Contracting and Operational Execution	Demonstrates ability to collect market information and process and analyse proposals in line with WFP standard rules and regulations in order to deliver efficiently.
Warehouse and Inventory	Demonstrates ability to implement operational

Management	warehouse procedures and normative guidance in order to manage WFP's warehouse, handle inventory effectively through corporate systems, and ensure loss mitigation.
Technical Assistance and Coordination	Demonstrates abilities to provide basic technical advice and maintain effective (inclusive, collaborative, unified) logistics coordination mechanisms with humanitarian partners and other relevant stakeholders.

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

Internal candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=76422&company=C0000168410P&username=>

External candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=76422&company=C0000168410P&username=>

Female applicants and qualified applicants from developing countries are especially encouraged to apply

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.