

# Job Title: Logistics Associate FT G6 Damascus VA030-2017

## DEADLINE FOR APPLICATIONS

From 18 April 2017 to 02 May 2017

## CONTRACT TYPE & DURATION

Type: Fixed Term

Duration: One year

Duty Station : Damascus

## 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 Associate, based in Damascus.

## 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

The incumbent will coordinate and oversee customs clearance processes and freight forwarding services for Syria Country Office and neighboring corridors. The incumbent will ensure that the appropriate procedures are followed and coordination is maintained between Procurement, Transport, Shipping and Pipeline sections, as well as with government and other counterparts.

## Key Tasks and Responsibilities

### Coordination

1. Follow up and facilitate the customs clearance documents legalization process with Syrian Consulates and Embassies abroad, in collaboration with MOFA and other Government authorities.
2. Notify Headquarter Procurement (HQ) and WFP food supplier's on the food legalization process guidelines, and ensure that the procedures are followed.
3. Update the Customs Information Guide (CIG) for Syria operation and neighboring corridors on regular basis.
4. Liaise with Headquarters (HQ) and Regional Bureau (RBC) Procurement on Syria customs regulation updates regarding importation of relief items (food and non-food).
5. Provide guidance to HQ/ RBC Procurement on bag marking and technical commodity specifications accepted by the Syrian Arab Organization for Standardization and Metrology (SASMO).

### Customs clearance

6. Assist Logistics Cluster and HQ Aviation Unit on the process of flight permits, loading and dropping plans, flight schedule approvals, civil aviation clearance codes, and aircraft registration for the airlift/ airdrop operations.
7. Compile the monthly allocation plans submitted by Field Offices and submit to the concerned Government authorities (MOLA/ MOFA) in order to obtain the Facilitation Letters.
8. Liaise with WFP customs clearance agents and freight forwarders to solve day to day customs clearance issues which may emerge.
9. Liaise with Government authorities to get waivers requests, exemptions, and facilitation letters approved in a timely manner.
10. Translate customs clearance documents as required.
11. Execute additional related tasks as required.

### Knowledge Management

12. Plan and execute training of WFP and counterpart staff on customs clearance.

13. Assess impacts of previous training programs and provide on the job training to address weaknesses.
  14. Ensure accurate filling of customs clearance documents according to WFP internal procedures.
- Managerial**
15. Establish work plan/ and performance indicators for his/her section and establish well organized and efficient operations of his/her section.
  16. Provide guidance and technical support to colleagues to ensure their optimum performance levels.

## FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
<b>Supply Chain Management and Optimization</b>	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.
<b>Planning, Project &amp; Resource Mgmt</b>	Collects and analyses relevant technical data from diverse sources to forecast operational needs under various scenarios and makes evidence-based proposals.
<b>Information Management &amp; Reporting</b>	Liaises with internal and external stakeholders to consolidate preliminary data analysis, draft reports and disseminate information that represents concerns and trends.
<b>Market Analysis, Contracting and Operational Execution</b>	Demonstrates ability to collect market information and process and analyse proposals in line with WFP standard rules and regulations in order to deliver efficiently.
<b>Warehouse and Inventory Management</b>	Demonstrates ability to implement operational warehouse procedures and normative guidance in order to manage WFP's warehouse, handle inventory effectively through corporate systems, and ensure loss mitigation.
<b>Technical Assistance and Coordination</b>	Demonstrates abilities to provide basic technical advice and maintain effective (inclusive, collaborative, unified) logistics coordination mechanisms with humanitarian partners and other relevant stakeholders.

## STANDARD MINIMUM QUALIFICATIONS

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

**Experience :** At least five years of practical commercial/professional experience in one or more of the following areas:

- Import/export practices in the Syrian context
- Custom clearance
- Maintaining a logistics database and running queries on ongoing shipments, pipeline information, insurance claims, transport and food stock.
- Compiling contract documentation.
- Contract execution.
- Monitoring and reporting.

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

## TERMS AND CONDITIONS

Please upload your CV in English only.

Only shortlisted 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=25038&company=C0000168410P&username=>

**External Candidates:**

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=25038&company=C0000168410P&username=>