

Job Title: Logistics Assistant (Funds Management & Billing)SC5 Damascus VA036-2019

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

From 8 May 2019 to 22 May 2019

TYPE OF CONTRACT/DURATION

Type of contract : Service Contract (SC5)

Duration : Six months

Number of employees required: 1

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 (RBs) and Country Offices (COs) and Area/Field Offices. Job holders report to Logistics Officer, a Head of Unit, or the designate.

At this level, job holders are expected to take responsibility for completion of a range of processes and activities requiring some interpretation of standard guidelines/practices for all assistance modalities for both WFP and logistics common services. Job holders are able to recommend a course of action to staff at various levels and may allocate tasks to other support staff.

JOB PURPOSE

To implement well-defined standard logistics/supply chain processes and activities to enable effective delivery of goods and services for all delivery modalities.

KEY ACCOUNTABILITIES (not all-inclusive)

- Provide support to logistics operations and activities, following standard processes and facilitating, directly or indirectly, the effective delivery of food assistance to beneficiaries.
- Create and maintain Transport Purchase Orders (TPO) in WFP's Information Network and Global System (WINGS) using the correct budget codes, vendor details, quantities, contract rates and contract terms.
- Create and maintain Service Entry Sheets (SES) in WINGS after verifying that TPO details are correct and are related to the services rendered prior to the approval of service delivery confirmation.
- Ensure service providers submit their claim in a timely manner according to WFP corporate transport and logistics standards.
- Ensure service provider invoices are processed & cleared in a timely manner based on valid contracts.
- Ensure problematic vendor invoices are communicated to the immediate supervisor and vendors for correction.
- Support reconciliation of data in country office and corporate systems to determine validity, ensure accuracy, and make follow-ups accordingly, in support to informed decision-making.
- Contribute to budget preparation, monitoring and revision for all delivery modalities, ensuring adherence to relevant procedures and in compliance with corporate standards.
- Collect and compile data, produce and/or contribute to reports (e.g. CCTI, SPRs, financial closure, transport performance, invoice status).
- Ensure proper filing of invoices, contracts and correspondences related to Logistics funds management and invoice processing.

- Respond to a variety of technical queries/requests for support, following standard processes, and obtaining guidance as required, to ensure timely and accurate resolution of all enquiries with a high standard of client service mind-set. Liaise with internal and limited number of external stakeholders to support efficient funds management and invoice processing.

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Helps teammates articulate WFP's Strategic Objectives.
- Be a force for positive change: Suggests potential improvements to team's work processes to supervisor.
- Make the mission inspiring to our team: Explains the impact of WFP activities in beneficiary communities to teammates.
- Make our mission visible in everyday actions: Articulates how own unit's responsibilities will serve WFP's mission.

People

- Look for ways to strengthen people's skills: Trains junior teammates on new skills and capabilities.
- Create an inclusive culture: Seeks opportunities to work with people from different backgrounds.
- Be a coach & provide constructive feedback: Serves as a peer coach for colleagues in same area of work.
- Create an "I will"/"We will" spirit: Tracks progress toward goals and shares this information on a regular basis with supervisor.

Performance

- Encourage innovation & creative solutions: Explores ways to consistently be more efficient and accurate in own areas of work and shares new methods of work with colleagues.
- Focus on getting results: Focuses on getting results and tracks trends in completion rates for own tasks to identify opportunities for efficiency.
- Make commitments and make good on commitments: Takes responsibility for own tasks and notifies supervisor as soon as possible of potential delays in meeting deadlines or commitments.
- Be Decisive: Independently decides what action to take when faced with critical choices in the workplace or in dangerous situations in the field.

Partnership

- Connect and share across WFP units: Suggests opportunities for partnering with other units to supervisor.
- Build strong external partnerships: Identifies opportunities to work with colleagues and partners in the field towards common goals.
- Be politically agile & adaptable: Develops an understanding of the value of WFP's teams and external partners in fulfilling team's goals and objectives.
- Be clear about the value WFP brings to partnerships: Aligns own activities with supervisor's priorities to fulfill internal and external partner needs.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Supply Chain Management and Optimization	Displays aptitude at monitoring and reporting on supply chain operations to enable teams to efficiently assess the performance and sustainability of current networks.
Planning, Project & Resource Management	Supports the planning, forecasting & resource management efforts of own team by collecting data from diverse sources.
Information Management & Reporting	Collates accurate and timely information and data to enable informed decision making on reporting within individual unit and consequently the greater humanitarian community.
Market Analysis, Contracting and Operational Execution	Ability to collect and collate necessary information to enable WFP to make informed operational decisions.
Warehouse and Inventory Management	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.
Technical Assistance	Demonstrates awareness of the importance of technical assistance and coordination

and Coordination with key stakeholders and an ability to carry out logistics activities, respecting individual mandates and programme priorities.

STANDARD MINIMUM QUALIFICATIONS

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

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

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Experience using corporate systems to monitor ongoing shipments, pipeline information, insurance claims, and food stock.
- Experience analysing data (on commodities, funds, etc.) and drafting reports.
- Experience in measuring service providers' performance against set KPIs.
- Experience in assisting the preparation of contract documentation.
- Experience in providing technical business support in corporate systems.
- At least four years of progressively responsible experience including at least two years in the field of logistics, supply chain, transport, operations, business administration, project management, engineering or other related field.

WORK-LIFE BALANCE

WFP is dedicated to promoting and maintaining the highest degree of physical, mental and social wellbeing of all staff members. Accordingly, it seeks to offer a safe and healthy working environment focusing on balancing the professional and personal demands of its personnel of all contract types and thus WFP offers flexible working options.

TERMS AND CONDITIONS

- Please upload your professional CV in English in PDF format making sure to include the following in terms of "Experience":
- Company/Organization name and scope of work of the organization
- Exact Position Title
- Contract type: part-time, full-time, volunteer, consultant, or freelancer
- Start and End date of Employment for each position: From (dd/mm/yyyy) to (dd/mm/yyyy)
- Responsibilities: To mention the main responsibilities that highlight your gained skills and experience
- A proof of your experience will be required in the final stage of recruitment.
- Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted.
- **Candidates must get an auto confirmation email once application is submitted.**

HOW TO APPLY

(If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar)

Internal candidate:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=105151&company=C0000168410P&username=>

External candidate:

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=105151&company=C0000168410P&username=>

As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity, Females and Individuals with Special Needs are strongly 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.

