Job Title: Logistics Assistant SC5- South Area Office VA008-2019

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 17 February 2019 till 03 March 2019

CONTRACT TYPE/DURATION
Contract Type: Service contract
Duration : 6 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 (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)
1. Provide support to logistics operations and activities, following standard processes and facilitating, directly or indirectly, the effective delivery of food assistance to beneficiaries.
2. Support timely ordering and delivery of commodities and supplies to authorised partners and destinations.
3. Support management of logistics vendors' contracting activities including performance monitoring and measurement.
4. 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.
5. Contribute to budget preparation, monitoring and revision for all delivery modalities, ensuring adherence to relevant procedures and in compliance with corporate standards.
6. Assist in monitoring inventory management processes to track trends and account for the inventory status from source to beneficiary.
7. Assist in management of commodity accounting data quality and integrity.
8. Support operational pipeline analyses, assessments and operational planning for all delivery modalities.
9. Process documentation for execution of logistics operations (e.g. customs clearance, invoice verification), take appropriate actions to resolve operational issues escalating various issues to the supervisor.
10. Collect and compile data, produce and/or contribute to reports (e.g. dispatch planning and monitoring, distribution, stock monitoring, food quality incidents report, financial closure, physical inventory, transport performance) and ensure information accuracy in corporate systems in support to informed decision-making.
11. Liaise with internal and limited number of external stakeholders to support efficient logistics operations management.
12. Provide guidance to other support staff, in order to assist them in completing standard tasks to agreed standards and deadlines.

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 and Coordination	Demonstrates awareness of the importance of technical assistance 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.

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 candidates:
https://performancemanager5.successfactors.eu/sf/jobreq?
jobId=103391&company=C0000168410P&username=

External candidates:
https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=103391&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.