

VACANCY ANNOUNCEMENT VA No. 2012/004

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for the following post:

Issuing Date	2 September 2012	Closing Date	16 September 2012
Post Title	Logistics Assistant (COMPAS)	Duty Station	Damascus
Contract Type	Service Contract	Grade/Level	SC4
Duration	6 months	Unit	Logistics

Duties and Responsibilities:

Within delegated authority, the Logistics Assistant will be responsible for the following duties: *(These duties are generic and thus are not all-inclusive nor are all duties carried out by all Logistics Assistants)*

- Post daily dispatches of WFP food and non-food commodities in the CTS; monitor the correct use and quantity as per loading orders;
- Respond to queries regarding commodities from staff in the unit and elsewhere in the Programme;
- Monitor and report on WFP food stocks in operation's warehouses and prepare daily/weekly stock reports;
- Provide reports and analysis of the status of deliveries in relation to commodity allocations, of logistical transactions such as reallocations, and of any loan and swap arrangements.
- Monitor and record the frequency of data transfer between all locations within the area in which COMPAS has been installed.
- Make sure that daily replication is sent to Cairo COMPAS.
- Make sure daily backup generated on the server and make a copy of the back up to another device and coordinate a backup strategy with the ICT in the CO office.
- Analyze data from the commodity tracking system and report any discrepancies or irregularities to the logistics officer.
- Ensure that all information and reports requested are provided promptly and efficiently.
- Liaise with the transport section in Logistics to resolve any queries or discrepancies in records or reports.
- Perform all duties of the data entry and analysis as deemed necessary.

- Collect and organize information which could be used to improve the quality of existing information systems and communicate this information to the Logistics officer and
- Perform other related duties as required.

Qualifications:

Education: Secondary school education.

Experience: At least three years of progressively responsible support experience including at least one year in the field of accounting, transport, insurance, statistics, operations or another related field.

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

Knowledge: Experience utilising computers, including word processing, spreadsheet and other software packages

Applications must be received by the deadline at the following address:

**World Food Programme, Damascus
East mezzeh, Marakesh Street no.5, building no.9**

Or Fax no. 00963-11-6117352

with reference to the Vacancy Announcement number on the envelop.

A copy of certificates and licenses should be attached to the curriculum vitae.

Only short-listed candidates shall be contacted.

Female Candidates are encouraged to apply