



## VACANCY ANNOUNCEMENT VA No. 039/2014 (Re-advertisement)

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

|                      |                     |                     |                 |
|----------------------|---------------------|---------------------|-----------------|
| <b>Issuing Date</b>  | 18 September 2014   | <b>Closing Date</b> | 02 October 2014 |
| <b>Post Title</b>    | Logistics Assistant | <b>Duty Station</b> | Qamishly        |
| <b>Contract Type</b> | Service Contract    | <b>Grade/Level</b>  | SC5             |
| <b>Duration</b>      | Six Months          | <b>Unit</b>         | Logistics       |

### Duties and Responsibilities:

Within delegated authority, the Logistics Assistant will be responsible for the following duties:

#### Accountabilities Transport:

- Receive transport requests (LTIs) and check for correctness;
- Receive truck details from transporters and check for correctness;
- Liaise with transporters to coordinate dispatches and receipts of food and/or NFIs;
- Liaise with partners to ensure readiness to receive food;
- Liaise with authorities to secure facilitation letters;
- Ensure return of waybills as per the standard operating procedure;
- Provide real-time updates to the supervisor on the status of all transportation requests;
- Prepare and submit daily reports on all trucks delivered;
- Immediately report any problems encountered to the direct manager;

#### Accountabilities Packaging:

- Supervise packaging activities, and ensure service provider adheres to WFP's standard requirements;
- Ensure that all reporting formats are completed on a daily basis;
- Coordinate with service provider to ensure sufficient production and controls are in place;
- Notify Logistics Officer of any upcoming shortfalls of Raw commodities;
- Ensure sufficient packaging materials are available for packaging requirements;
- Ensure random checks are in place for checking weights on cartons and bagged rations;

### Accountabilities Warehouse:

- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are regularly maintained warehouse;
- Report on the quality, quantity of the received commodities and ensure that quantities dispatched as per consignor's documents match with quantities received and endorse documents;
- Prepare and disseminate daily and monthly stock reports;
- Supervise all warehouse staff;
- Identify training needs of warehouse staff;
- Carry out any trainings as and when needed;
- Identify staffing needs to ensure a smooth warehouse and packaging operation;
- Maintain records and/or ensure that assistants assigned to the various stores keep records of the food stuff offloaded/loaded at the warehouses, adhering to the WFP systems;

### Qualifications:

**Education:** Secondary school education.

**Experience:** At least four years of progressively responsible support experience including at least two years in the field of transport, shipping, warehousing, customs, administration or other related field.

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

**Knowledge:** Experience in utilizing computers including word processing, spreadsheet and other software packages.

### HOW TO APPLY

**Applications must be submitted online**

**Application procedures:**

- Go to: <http://i-recruitment.wfp.org/vacancies/14-0015022>
- Step 1: [Create your online CV](#)
- Step 2: Click on "[Description](#)" to read the position requirements and "[Apply](#)" to submit your application

**NOTE: You must complete Step 2 in order for your application to be considered for this vacancy**

Only short-listed candidates shall be contacted.

**Female candidates are strongly encouraged to apply.**