

# Job Title: Logistic Assistant (Funds Management and Billing) SC5 Damascus VA0131-2017

## DEADLINE FOR APPLICATIONS

From 14 Nov 2017 to 28 Nov 2017

## CONTRACT TYPE & DURATION

Type : Service Contract

Duration : 6 months

## ORGANIZATIONAL CONTEXT

The Logistic Assistant (Funds Management and Billing) will work in the Logistics Funds Management section of the Supply Chain Unit and in collaboration with other units of WFP.

## 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.

## JOB PURPOSE

To implement well-defined standard funds management and billing 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.
- Perform other duties, as required by the supervisor.

## STANDARD MINIMUM QUALIFICATIONS

- **Education:** Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.
- **Experience:** At least four years of experience in a field related to the function. Experience in logistics, transport, shipping, supply chain, finance, or accounting is highly desirable.
- **Knowledge:** Knowledge of logistics processes, supply chain, finance, accounting or related field. Possession of computer skills including spreadsheet manipulation. Knowledge of SAP or other corporate financial or ERP systems will be an added advantage.
- **Language:** Fluency in both oral and written communication in English and Arabic.
- **Critical success factors:** Ability to review a variety of data, identify and adjust data discrepancies. Ability to identify and resolve operational problems with substantial independence. Ability to obtain or give factual information of a non-routine nature involving interpretation of facts and requiring clarity of expression. Ability to perform detailed work, frequently of a confidential nature and/or to handle a large volume of work systematically, effectively and accurately. Ability to work in a team environment and coordinate assignments to achieve common goals. Ability to deal patiently and tactfully with people of different national and cultural backgrounds.

## FUNCTIONAL CAPABILITIES

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

## TERMS AND CONDITIONS

- Please upload your CV in English
- Only short-listed candidates shall be contacted
- Candidates must get an auto confirmation email once applying
- **Female candidates are strongly encouraged to apply**

## How to apply ?

WFP Candidate:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=70785&company=C0000168410P&username=>

External Candidate:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=70785&company=C0000168410P&username=>