

Job Title: National Logistics Officer (Port Operations) NOA Tartous VA019-2019

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 14 March 2019 To 28 March 2019

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

To implement well-defined standard logistics/supply chain processes and activities to enable effective delivery of goods and services for all delivery modalities. The National Logistics Officer will work in Tartous Field Office, under Supply Chain Unit.

KEY ACCOUNTABILITIES (not all-inclusive)

- Contribute towards the development of supply chain planning and decision-making processes ensuring compliance with wider logistics policies and WFP standards and provide expert advice to Head of Supply Chain.
- Support logistics projects or operational day-to-day activities following standard processes and contributing, directly or indirectly, to the effective delivery of food assistance to beneficiaries.
 - a. Consolidate and plan Tartous and Lattakia Port shipments, manage operational aspects of chartered and liner vessels, cargoes, including checking document readiness, loading and discharging operations.
 - b. Plan and manage Tartous and Lattakia Port shipping operations following standard processes.
 - c. Design, plan and lead implementation of innovative shipping operations and initiatives to ensure timely, efficient and cost-effective delivery of food assistance.
 - d. Negotiate and conclude transportation arrangements or parts of important arrangements with primary service providers and shipping agents.
 - e. Supervise, monitor and report the performance of the shipping agents, clearing agents, transporters and other ancillary contractors and ensure that the arrived shipments to ensure efficient operations, and provide input in the annual performance review.
 - f. Build productive partnerships with HeadQuarters, Regional Bureau and Beirut supply chain colleagues and staff widely in the organization and support partnership building with service providers, humanitarian agencies and other institutions to support efficient and effective Tartous and Lattakia shipping operations.
 - g. Follow up with shipping unit at HeadQuarters on allocating the shipments to Syrian ports based on agreed CONCEPT OF OPERATIONS and taking into consideration the daily updates and operational needs at the time.

- h. Monitor on WFP food stocks in the port and coordinate with the upstream & downstream Pipeline Monitoring colleagues on the allocation of the shipments to ensure smooth operation.
 - i. Follow the movement of food and non-food items for the projects and operations from Tartous and Lattakia ports to destination, and ensure that internal control systems are functioning and that all relevant records are maintained.
 - j. Monitor and assess quality, quantity and safety of the goods, and report any incident to CO, also to procurement & shipping unit at HQ - when required.
 - k. Monitor and report the performance of WFP primary transport contractors, and ensure that the arrived shipments are divided between the primary transporters based on the agreed criteria.
- Collect and analyse data through research and networking with colleagues to recommend actions to the supervisor to improve performance of local logistics operations.
 - Conduct portions of financial analysis and budget reviews, drawing out insights and recommending actions to the supervisor to optimise use of available funds.
 - Guide support staff, acting as a point of referral and supporting them with analysis and queries.
 - Collate data and contribute to preparation of accurate and timely reporting, supporting a WFP wide view of logistics activities that enables informed decision making and consistency of information presented to stakeholders.
 - Support the capacity building of WFP staff and partners for efficient and effective delivery of food assistance to beneficiaries (i.e. through contribution to the training materials).
 - Identify and build productive relationships with logistics colleagues and staff within the area of assignment to support an integrated approach to food assistance.
 - Follow emergency logistics preparedness practices to ensure WFP are able to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.
 - Act in an assigned emergency response capacity as required to meet emergency food assistance needs.
 - Build productive partnerships with HQ, RB and Beirut supply chain colleagues and staff widely in the organization and support partnership building with service providers, humanitarian agencies and other institutions to support efficient and effective Tartous and Lattakia shipping operations.
 - Follow up with shipping unit at HQ on allocating the shipments to Syrian ports based on agreed CONOPS and taking into consideration the daily updates and operational needs at the time.
 - Monitor on WFP food stocks in the port and coordinate with the upstream & downstream Pipeline Monitoring colleagues on the allocation of the shipments to ensure smooth operation.
 - Follow the movement of food and non-food items for the projects and operations from Tartous and Lattakia ports to destination, and ensure that internal control systems are functioning and that all relevant records are maintained.
 - Monitor and assess quality, quantity and safety of the goods, and report any incident to CO, also to procurement & shipping unit at HQ - when required.

STANDARD MINIMUM QUALIFICATIONS

Education: Advanced University degree in Transport Economics, Supply Chain, Logistics, Engineering, Business Management or other related field, or First University degree with additional years of related work experience and/or training/courses.

Language: Fluency in English and Arabic languages

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- **At least one year of responsible professional post graduate (i.e. after obtaining the first university degree) work experience in the field of logistics, supply chain, transport or relevant operations.**

- 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 coordinating service providers' contract execution.
- Experience arranging supplier deliveries and the discharge of WFP vessels (rail, air, or sea).
- Experience in report writing.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Supply Chain Management and Optimization	Demonstrates ability to design basic supply chain networks, including appropriately assessing and escalating challenges to ensure that WFP is able to provide consistent and uninterrupted service to its beneficiaries and partners.
Planning, Project & Resource Management	Collects and analyses relevant technical data from diverse sources to forecast operational needs under various scenarios and makes evidence-based proposals.
Information Management & Reporting	Liaises with internal and external stakeholders to consolidate preliminary data analysis, draft reports and disseminate information that represents concerns and trends.
Market Analysis, Contracting and Operational Execution	Demonstrates ability to collect market information and process and analyse proposals in line with WFP standard rules and regulations in order to deliver efficiently.
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 abilities to provide basic technical advice and maintain effective (inclusive, collaborative, unified) logistics coordination mechanisms with humanitarian partners and other relevant stakeholders.

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=104312&company=C0000168410P&username=>

External Candidates

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=104312&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.