

Job Title: Logistics Associate G6 (Quality and Quantity /Customs) -Damascus VA016-2018

DEADLINE FOR APPLICATIONS

From 20 February 2018 till 6 March 2018

CONTRACT TYPE & DURATION

Type: Fixed Term

Duration: One year

Duty Station : Damascus

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 (RB) and Country Offices (CO and Area/Field Offices). Job holders report to a Logistics Officer, Head of Unit or the designate.

At this level, job holders demonstrate responsibility and initiative to respond independently to queries with only general guidance for all assistance modalities for both WFP and logistics common services. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis. Job holders typically manage a small team, supervising and coaching staff.

KEY ACCOUNTABILITIES (not all-inclusive)

Coordination

Follow up and facilitate the customs clearance documents legalization process with Syrian Consulates and Embassies abroad, in collaboration with MOFA and other Government authorities.

- Notify Headquarter Procurement (HQ) and WFP food suppliers on the food legalization process guidelines, and ensure that the procedures are followed.
- Update the Customs Information Guide (CIG) for Syria operation and neighbouring corridors 3. on regular basis.
- Liaise with Headquarters (HQ) and Regional Bureau (RBC) Procurement on Syria customs regulation updates regarding importation of relief items (food and non-food).
- Provide guidance to HQ/ RBC Procurement on bag marking and technical commodity specifications accepted by the Syrian Arab Organization for Standardization and Metrology (SASMO).

Quality & Quantity

- Ensure quality control, specification conformity, monitoring and verification through the appointed superintendent company.
- Monitor the performance of appointed inspection companies, laboratories and other stakeholders involved in testing the quality and conformity of commodities procured by WFP.
- Liaise with the warehouses to identify the suspicious commodities and arrange with the third party to conduct a formal inspection and issue Q&Q reports
- Liaise with the country office protocol section to seek disposal approval from the related Syrian authorities
- Arrange and follow with the related authorities to dispose the damaged commodities at the warehouses
- Liaise with warehouses and CP to ensure the food safety, pest control and fumigation for the food commodities and take the required actions accordingly
- Liaise with the contractors to dispatch and invoice the rubbish in WFP warehouses

Customs clearance

- Assist Logistics Cluster and HQ Aviation Unit on the process of flight permits, loading and dropping plans, flight schedule approvals, civil aviation clearance codes, and aircraft registration for the airlift/ airdrop operations.
- Compile the monthly allocation plans submitted by Field Offices and submit to the concerned Government authorities (MOLA/ MOFA) in order to obtain the Facilitation Letters.
- Liaise with WFP customs clearance agents and freight forwarders to solve day to day customs clearance issues which may emerge.
- Liaise with Government authorities to get waivers requests, exemptions, and facilitation letters approved in a

timely manner.

- Translate customs clearance documents as required.
- Execute additional related tasks as required.

Knowledge Management

- Plan and execute training of WFP and counterpart staff on customs clearance.
- Assess impacts of previous training programs and provide on the job training to 13. address weaknesses.
- Ensure accurate filling of customs clearance documents according to WFP internal procedures.

Managerial

- Establish work plan/ and performance indicators for his/her section and establish well organized and efficient operations of his/her section.
- Provide guidance and technical support to colleagues to ensure their optimum performance levels.

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 Mgmt	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.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area.

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

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- At least five years of practical commercial/professional experience in one or more of the following areas:
- Import/export practices in the Syrian context
- Custom clearance
- Maintaining a logistics database and running queries on ongoing shipments, pipeline information,
- insurance claims, transport and food stock.
- Compiling contract documentation.
- Contract execution.
- Monitoring and reporting.

TERMS AND CONDITIONS

- Please upload your CV in English only.
- Only shortlisted candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.

HOW TO APPLY

Internal Candidates :

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=76462&company=C0000168410P&username=>

External Candidates :

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=76462&company=C0000168410P&username=>

Female applicants and qualified applicants from developing countries are especially 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.