



VACANCY ANNOUNCEMENT VA No. 042/2014

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

Issuing Date	24 September 2014	Closing Date	08 October 2014
Post Title	Logistics Assistant	Duty Station	Aleppo
Contract Type	Service Contract	Grade/Level	SC5
Duration	Six Months	Unit	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/14-0015609>
- 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.