

# Job Title: Logistics Officer NOA (Port Operation & Warehouse Management), Tartous

Requisition ID 154305 - Posted 05/12/2021 - Local. Recr.Staff - Nation.Prof. Officer - Fixed Term - NOA - Middle East - Syria - Tartous  
(English; Arabic) - LOGISTICS

**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

**All applications should be received no later than 19th December 2021**

## CONTRACT TYPE & DURATION

This position is open to Syrian or Syrian/Palestinian nationals only.

**Contract Type:** Fixed Term NOA

**Duration:** 12 months

**Duty Station:** Tartous

**Number of required employees:** 1

## 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.

In Syria, WFP provides food assistance to more than 4.6 million people each month. This includes families who require emergency assistance when affected by conflict and displacement and also those who need help to improve their nutrition and food security. WFP supports children across Syria with healthy meals and snacks at school, mothers with nutritious diets, and families and communities with sustainable livelihood projects.

## ORGANIZATIONAL CONTEXT

Job holders have wide responsibilities and make significant contributions to ensure effective and efficient logistics operation at Tartous Field Office. He/She shall provide guidance on all the aspects of Supply Chain operation, coordinate all logistics activity within the field office and with all Supply Chain stakeholders.

National Logistics Officer will work in Tartous Field Office and in collaboration with the other units of WFP Syria. This post is based in Tartous Field Office and follows the administrative supervision of Head of Field Office, and technically reports to Head of Logistics Operation in Syria CO in Damascus.

## JOB PURPOSE

To provide specialized support function performing standard logistics/supply chain including port operation and warehouse processes and activities to maximize efficiency of the logistics operations and activities in partnership with the key supply chain stakeholders.

## KEY ACCOUNTABILITIES (not all-inclusive)

Within delegated authority, National Logistics Officer (Port Operation and Warehouse) will be responsible for the following major duties related to port operation and warehousing:

1. Contribute towards the development of logistics plans and processes ensuring compliance with wider logistics policies and WFP standards.
2. 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.
3. Manage port and warehouse operations following standard processes and contribute to the effective delivery of food assistance to beneficiaries, in liaison with Procurement and Shipping colleagues in HQ, CO and other relevant stakeholders.
4. Design, plan and lead implementation of innovative shipping and warehouse operations and initiatives to ensure timely, efficient, and cost-effective delivery of food assistance.

5. Effectively execute transportation arrangements and/or customs clearance process with the service providers, shipping agents.
6. Supervise, monitor, and report the performance of the shipping agents, clearing agents, transporters and other ancillary contractors and ensure efficient operations, and provide input in the annual performance review, and ensure that internal control systems are followed and that all relevant records are maintained.
7. Responsible for the effective planning and management of warehouse operations, to ensure safe and efficient warehousing and storage of all commodities and supplies.
8. Contribute to review of WFP corporate warehouse standards and procedures, to support efficiency and changing business needs.
9. Oversee and coordinate the receipt/dispatch of commodities, to ensure accurate recording, accounting and reporting is available at all times to support decision-making.
10. Ensure accuracy of warehouse transaction records including identification of discrepancies, to ensure immediate and accurate reporting on commodity movements in line with the corporate requirements.
11. Supervise for inventory management (e.g. physical stock verification, reporting, etc.), to ensure any existing and developing issues with regards to proper stocks management are timely addressed and WFP standard procedures for commodity handling and storage are strictly followed.
12. Oversee safeguarding of commodities through providing guidance on and taking initiative towards implementation of preventive measures, to ensure that commodities are preserved in good condition and that quality control actions are initiated as appropriate following WFP established procedures.
13. 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.
11. 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).
12. Identify and build productive relationships with logistics colleagues and staff within the area of assignment to support an integrated approach to food assistance.
13. 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.
14. Act in an assigned emergency response capacity as required to meet emergency food assistance needs.
15. Perform any other duties incidental to the above, as required

## STANDARD MINIMUM QUALIFICATIONS

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

**Experience:** One year post graduate relevant professional experience with Master's Degree, or three years post graduate relevant professional experience with a first University Degree the field of in logistics, supply chain, warehousing, clearing & forwarding, shipping, transport and management of food.

**Language:** Fluence in both oral and written communication in Arabic and English

## DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Experience analysing data (on commodities, funds, etc.) and in report writing.
- Experience in measuring service providers or partners' performance against set KPIs.
- Experience coordinating service providers' contract execution.
- Experience arranging supplier deliveries and the discharge of WFP vessels.

## KNOWLEDGE AND SKILLS

- Strong experience with corporate commodity accounting systems
- Excellent IT skills and attitude open for innovation
- Attention to details and meticulous
- Ability to adapt and respond quickly to various stakeholders requests.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, and courtesy.
- Excellent communication and negotiation skills
- Mature judgment with excellent interpersonal skills

## 4Ps CORE ORGANISATIONAL CAPABILITIES

### Purpose

- Understand and communicate the Strategic Objectives: Understands WFP's Strategic Objectives and the link to own work objectives.
- Be a force for positive change: Flexibly adapts individual contributions to accommodate changes in direction from supervisors and internal/external changes (such as evolving needs of beneficiaries, new requirements of partners).
- Make the mission inspiring to our team: Recognizes and shares with team members the ways in which individual contributions relate to WFP's mission.

- Make our mission visible in everyday actions: Sets own goals in alignment with WFP's overall operations, and is able to communicate this link to others.

#### People

- Look for ways to strengthen people's skills: Assesses own strengths and weaknesses to increase self-awareness, and includes these in conversations on own developmental needs.
- Create an inclusive culture: Participates in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment.
- Be a coach & provide constructive feedback: Proactively seeks feedback and coaching to build confidence, and develop and improve individual skills.
- Create an "I will"/"We will" spirit: Participates in accomplishing team activities and goals in the face of challenging circumstances.

#### Performance

- Encourage innovation & creative solutions: Shows willingness to explore and experiment with new ideas and approaches in own work.
- Focus on getting results: Consistently delivers results within individual scope of work on time, on budget and without errors.
- Make commitments and make good on commitments: Commits to upholding individual accountabilities and responsibilities in the face of ever-changing country or functional priorities.
- Be Decisive: Makes rational decisions about individual activities when faced with uncertain circumstances, including in times of ambiguity regarding information or manager direction.

#### Partnership

- Connect and share across WFP units: Seeks to understand and adapt to internal or cross-unit teams' priorities and preferred working styles.
- Build strong external partnerships: Demonstrates ability to understand and appropriately respond to and/or escalate needs of external partners.
- Be politically agile & adaptable: Portrays an informed and professional demeanor toward internal and external partners and stakeholders.
- Be clear about the value WFP brings to partnerships: Provides operational support on analyses and assessments that quantifies and demonstrates WFP's unique value as a partner.

### FUNCTIONAL CAPABILITIES

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

### TERMS AND CONDITIONS

- Please upload your **professional CV in English in PDF format** making sure to include the following in your Work Experience:
  - Company/Organization name and scope of work of the organization
  - Exact Position Title and grade (**If UN, state exact grade and level**)
  - Contract type: part-time, full-time, volunteer, consultant, or freelancer. (**If UN, state exact contract modality**)
  - Start and End date of Employment for each position: From (dd/mm/yyyy) to (dd/mm/yyyy)
  - Responsibilities: Main responsibilities that highlight your gained skills and experience
- Proof of your work experience will be required in the final stage of recruitment.
- Only short-listed candidates will be invited to the next stage of the selection process.

- Candidates must get an auto confirmation email once application is submitted.
- Follow the links below to submit your application. If the link does not work, copy and paste it in your browser address bar.

## **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=154305&company=C0000168410P>

**External candidates:** <https://router.job-listing.wfp.org/sfcareer/jobreqcareer?jobId=154305&company=C0000168410P>

### **Qualified female applicants 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.*