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Description

The World Food Programme (WFP) is the largest humanitarian agency fighting against hunger worldwide. WFP works towards a world where every man, woman, and child has permanent access to sufficient food to lead a healthy and active life.

ORGANIZATIONAL CONTEXT

Under the direct supervision of the Field Office Head in Gitega, the Logistics Associate of the Field Office is responsible for the proper implementation of various procedures and activities, requiring them to interpret, to some extent, the available standard guidelines and practices. This applies to all forms of assistance used in WFP services and common logistics support services. They should be able to recommend courses of action to colleagues at various levels and may assign tasks to other support staff members.

JOB DESCRIPTION

Implement well-defined standard logistics/supply chain processes and activities to enable efficient delivery of goods and services for all delivery modalities.

Responsibilities

Under the direct supervision of the Field Office Head in Gitega, the Logistics Associate will be responsible for the following tasks:

1. Provide specialized support to operations and activities, follow standard procedures, and directly or indirectly contribute to the effective delivery of WFP assistance to beneficiaries.
2. Manage activities related to contracts and evaluate services rendered.
3. Coordinate requisitions and ensure the delivery of food and other products to authorized partners and distributions.
4. Participate in market monitoring and surveys for the selection of service providers such as transporters, traders, depot owners, in the context of Expression of Interest, Cash-Based Transfer, and emergency situations.
5. Coordinate with internal and external partners for logistics support and actively contribute to the effective achievement of supply chain capacity strengthening in the transport and warehouse domains.
6. Ensure the provision of services by WFP partners in the field of the supply chain, including storage, transportation, fuel, etc.
7. Identify, resolve, and provide recommendations on special assistance requests, referring to standard procedures to ensure proper and timely resolution while keeping customer/beneficiary-oriented results in mind.
8. Prepare, monitor, and revise budgets for all delivery modalities, ensuring adherence to procedures and international standards.
9. Monitor the management of the entire inventory process to maintain accountability and inventory records from the source to the beneficiaries.
10. Ensure optimal utilization of WFP and private fleet. Produce transport allocations and plans based on road conditions, truck tonnage, as well as the nature and volume of goods to be transported in the dry/rainy seasons.
11. Actively participate in analysis and verification to maintain the integrity and quality of WFP food and other product accounting within the Field Office.

Logistics Associate

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Duration of employment

12 Months, Fixed Term

Industry

Humanitarian and Agriculture

Job Location

Gitega, Burundi

Valid through

20.06.2023

12. Analyze the operational pipeline of the Field Office and contribute to investigations and planning of delivery modalities to ensure that all supply chain needs are considered.
13. Maintain documentation for logistics operations (e.g., customs procedures, invoice verification), take action to resolve arising issues, and escalate complex matters to supervisors.
14. Use Logistics Execution Support System (LESS), Fleet Management System (FMS), for research, data collection, and analysis. Produce reports such as Annual Country Reports (ACR), financial closure, inventories, carrier performance, and ensure accurate information in the system to enable well-informed decision-making by management.
15. Coordinate with internal and external partners for logistics support and actively contribute to effective logistics achievements.
16. Ensure that transporters bring back waybills for recording in FMS.
17. Collect, analyze, and input truck fleet data into the FMS database, ensuring accurate data entry, reporting any discrepancies and irregularities to the supervisor.
18. Supervise the logistics staff of the Field Office, provide practical guidance and direction to ensure the group's objectives are achieved in compliance with standards and deadlines for all assistance and delivery modalities.

MAIN ORGANIZATIONAL CAPABILITIES

Mission

- Understand and communicate strategic objectives: Develop the team in the most effective way to communicate the PAM's strategic objectives to the team and PAM partners in the field.
- Be a force for positive change: Implement new methods or tools to improve team work processes and productivity.
- Make the mission an inspiration for our team: Plan team activities and tasks based on specific successes in beneficiary communities to demonstrate a positive impact.
- Promote our mission in daily actions: Explain to teammates how each unit contributes to the overall mission of the PAM.

Team

- Seek ways to strengthen people's skills: Identify skill development opportunities such as training modules or work experiences for oneself, colleagues, and direct reports.
- Create an inclusive culture: Facilitate team-building activities to establish relationships within your own unit.
- Develop and provide constructive feedback: Facilitate the pairing of junior colleagues with mentors within your own team.
- Foster a "I want" / "We will" mindset: Anticipate potential challenges and develop mitigation plans to ensure the team achieves goals and targets.

Performance

- Encourage innovation and creative solutions: Identify opportunities to be creative in one's own work and help the team be more innovative and precise in their respective tasks and areas of work.
- Focus on achieving results: Monitor the expected results of the team and provide feedback to ensure consistent and accurate delivery of results.
- Make commitments and follow through on them: Provide accurate guidance to the team on planned responsibilities and tasks while honoring one's own

commitment to the team.

- Be decisive: Set an example and provide guidance to junior team members when faced with difficult issues in the workplace or in the field.

Partnership

- Connect and share among PAM units: Facilitate partnerships with other PAM units to accomplish field missions.
- Establish strong external partnerships: Set an example and provide guidance to the team on how to establish relationships with external partners.
- Be politically agile and adaptable: Articulate to colleagues or direct reports the value of the contribution from other PAM teams and agency partnerships in achieving PAM's objectives.

Qualifications

Education: University degree in one or more of the following disciplines: Logistics and Supply Chain Management, Business Information Technology, Information Technology, Project Management.

Language: Proficiency in the French language (spoken and written, Level C) and knowledge of the English language (Level B) is an additional asset.

MINIMUM QUALIFICATIONS FOR ENTRY INTO THIS ROLE

- At least three (3) years of relevant experience in the fields of Logistics, Transportation, Procurement, Finance, Administration, and cash or voucher assistance activities.
- Demonstrable experience working in complex emergency situations and complex institutional environments.
- Experience in computer usage, including word processing, spreadsheets, and other WFP systems.
- Experience in data management and analysis.

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