



<https://jobs.eagmark.net/job/logistics-associate/>

Description

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.

Job holders report directly to a Head of Sub Office – at Kasulu/Kigoma and technically to the Head of Logistics at the Country Office – Dar Es Salaam.

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.

JOB PURPOSE

To provide specialized support functions and/or supervise staff performing standard logistics/supply chain processes and activities to enable effective delivery of goods and services for all delivery modalities.

Responsibilities

KEY ACCOUNTABILITIES (not all-inclusive)

1. Provide specialized support to supply chain operations and activities, following standard processes and contributing, directly or indirectly, to the effective delivery of food assistance to beneficiaries.
2. Coordinate requisitioning and ensure timely delivery of commodities and supplies to authorized partners and destinations.
3. Support management of supply chain vendors' contracting activities including performance monitoring and measurement.
4. Support gathering market intelligence and vendor assessments (e.g., transporters, food suppliers and retailers) to support the vendor selection process.
5. Identify, resolve and/or provide recommendations on specialized technical queries/requests for support, using initiative and following standard processes, to ensure timely and accurate resolution of enquiries with excellent client service mind-set.
6. Prepare, monitor and revise budget for all delivery modalities, ensuring adherence to relevant procedures and in compliance with corporate standards.
7. Monitoring supply chain inventory management processes to track trends and account for the inventory status from source to beneficiary.

Logistics Associate

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Duration of employment

12 months

Industry

Agriculture

Job Location

Kasulu, Tanzania

KEY ACCOUNTABILITIES CONTINUED

8. Support oversight for commodity accounting data quality and integrity.
9. Analyze operational pipeline and contribute to assessments and operational planning for all delivery modalities, to ensure that supply chain requirements are taken into consideration.
10. Manage documentation processing for execution of logistics operations (e.g., commodity permits for movements in the camps, customs clearance, vendor invoice verification), and take appropriate actions to resolve operational issues escalating complex issues to the supervisor.
11. Perform research, collect and compile data and conduct analysis, produce reports (e.g., CCTI, SPRs, financial closure, physical inventory, transport, and other vendors' service performance) and ensure information accuracy in corporate systems to enable informed decision-making.
12. Liaise with internal and external stakeholders to support logistics operations management and contribute to effective service delivery.
13. Supervise the work of support staff, providing practical advice and guidance, to ensure individual and team objectives are delivered to agreed standards and deadlines for all assistance modalities.
14. Support logistics emergency preparedness and response activities including Logistics Capacity Assessment and Contingency Plan update, to support WFP's response in emergencies.

OTHER SPECIFIC JOB REQUIREMENTS

Experience:

- At least 6 years of logistics operations experience in refugee camps.
- Experience maintaining corporate systems and running queries on ongoing shipments, pipeline information, insurance claims, and food stock.
- Experience in administering third party service providers' contracts.
- Experience in compiling contract documentation.
- Experience in contract execution.
- Experience in budget monitoring and reporting.

Qualifications

Education:

Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Languages:

Fluency (level C) in both written and oral communication in English and Swahili languages.

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