



UNITED NATIONS WORLD FOOD PROGRAMME

(REF: WFP/TR/2014/SC/48)

DATE OF ISSUE: 8/08/2014

Deadline for applications: 23/08/2014

Job Title: Logistics Assistants (Two positions)

Contract: Service Contract (SC5)

Duty Station: Reyhanli Hatay Turkey

Supervision received: The Logistics Assistant reports to the International Logistics Officer working in the Reyhanli hub.

Duration: Till 31.12.2014 (extendable)

Accountabilities: Within the delegated authority Logistics Assistant will be responsible for the following duties:
(These duties are generic and thus are not all-inclusive nor are all duties carried out by all Logistics Assistants)

- Post daily dispatches of WFP food and non-food commodities in the corporate system;
- Monitor the correct use and quantity as per loading orders;
- Respond to queries regarding commodities staff in the unit and elsewhere in the Programme;
- Monitor ongoing shipments, pipeline information, insurance claims and other data;
- Provide day-to-day reports on the progress and movements of WFP shipments (by land, sea, or air);
- Monitor and report on WFP food stocks in operation's warehouses and prepare weekly stock reports;
- Assist and advise on flight planning, weather forecast and restricted flying areas, or railroad schedules and movements, or ship movements and schedules;
- Coordinate and manage deliveries by suppliers, clearing agents and WFP warehouses;
- Monitor and assess quality, quantity and safety of the goods;
- Coordinate clearance of WFP, export/import in liaison with handlers and customs officials;
- Initiate action for requests for duty exemptions on all WFP imported shipments, food and non-food items;
- Establish contacts with shipping agents, clearing agents and superintendents and monitor the discharge of WFP vessels (rail, air or sea), advising supervisors of need for intervention in case of any unforeseen problems pertaining to discharge and/or clearing operations;
- Perform other related duties as required.

Minimum qualifications:

Education:

Secondary school education.

Experience:

At least four years of progressively responsible support experience including at least two years in the field of finance, accounting, transport, insurance, statistics, operations, administrative services or other related field.

Knowledge:

Experience utilizing computers, including word processing, spreadsheet and other software packages.

Language:

Fluency in both oral and written communication in Turkish and IN English. Knowledge of written and spoken Arabic is preferred.

**We are looking for national candidates for the position.
Preferably candidates who are residing in location or surrounding areas.**

Female candidates are encouraged to apply.

IN ORDER TO APPLY:

Applicants should follow application process below and submit their CV no later than 23th August 2014, 17:30 hours.

Application procedures:

Go to: <http://i-recruitment.wfp.org/vacancies/>14-0015474

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 will be contacted.