



UNITED NATIONS WORLD FOOD PROGRAMME

(REF: WFP/TR/2014/SC/46)

DATE OF ISSUE: 8/08/2014

Deadline for applications: 23/08/2014

Job Title: National Logistics Officer

Contract: Service Contract (SC9)

Duty Station: Gaziantep, Turkey

Supervision received: The Logistics Officer reports to the International Logistics Officer in Gaziantep.

Duration: Till 31.12.2014 (extendable)

Accountabilities: Within the delegated authority Logistics Officer will be responsible for the following duties:

Define logistics strategy within the WFP policies and procedures and ensure effective integration of air, sea and surface transport operations, including coordination with other organizations in the area;
Participate in and contribute to Logistics Cluster inter-agency meetings as required;
Provide leadership in specific technical areas of competence, i.e. air operations, freight forwarding, rail transport, fleet management, etc;
Prepare logistics work plans;
Manage logistics operations including all logistics assets in order to ensure timely and cost-effective delivery of WFP cargoes;
Responsible for all operational transport matters arising in the country of assignment in accordance with the corporate standards, i.e. arrange for transport-related contracts, including agency agreements, implement and administer air operations, etc;
Gather market intelligence through research and networking to improve the knowledge basis in WFP;
Ensure effective Landside, Transport, Storage and Handling (LTSH) management including project budgetary review and regular LTSH reviews;
Prepare the reports for the CCTI;
Contribute to project documents, including LTSH computation and other budgetary issues, with special attention for Special Operations;
Identify, mobilize resources, implement and report on special logistics operations;
Ensure that risk analysis/management and emergency logistics preparedness is timely undertaken and adequately reflected in the Contingency plan. Periodically monitor the management of risks and report on any actions taken.
Ensure that Logistics Capacity Assessment (LCA) are carried out in a timely manner;
Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are regularly maintained;
Advise on logistics management and structures and staffing levels;
Supervise staff and ensure that all staff are adequately trained in order to achieve high working standards;
Develop comprehensive training programs as required;
In collaboration with other WFP Offices plan and maintain the commodity pipeline and advise on any needs for commodity reallocation;

Be responsible for the management of the WFP warehouse(s);
Ensure that WFP standard systems are properly maintained at warehouses;
Ensure effective food commodity and non-food items (NFI) management;
Monitor the quantity and quality of food commodity(ies) and NFIs stored, carry out regular commodity physical random checks/inventory of the warehouse and produce regular stocks reports;
Ensure that WFP standard waybills are duly filled;
Perform other related duties as assigned.

Workshop/Fleet related:

Responsible for effective management of the WFP fleet and mechanical workshop(s) and/or provides guidance or supervision to several workshop managers;
Responsible for the management of the spare parts stocks, preventive maintenance schedules, campaigns and technical modification programs, etc;
Carry out regular random checks/inventory of the workshop(s);
Supervise WFP vehicles activities, prepare and coordinate convoys;
Assess WFP logistics trucking and the private transport capacity and requirements;
Assess and update the status of corridors of access, route maps and checkpoints/delivery points.

Aviation related:

Establish, operate and maintain an aviation management structure, including accounting, budget and financial control system to facilitate the safe, efficient, cost-effective, responsive, client oriented air transport service for the air transportation of personnel and cargo;
Implement UN regulatory, contractual and quality standards for air transport services and safety programmes and processes;
Plan and coordinate flight operations and safety aspects of air operations activities;
Liaise with relevant country authorities to facilitate air operations, custom documentation and immigration formalities/procedures, including the arrangement of flight clearances;
Coordinate logistics and administrative support for airlifts and other operations such as airdrops, including continuous supply and transportation of aircraft fuel and lubricants, provision of food and accommodation services, preparation of contracts and control/scrutiny of payments to suppliers;
Provide special flights to third parties on a cost recovery basis and supervise the invoicing process;
Maintain records of all air operations activities and prepare regular and ad hoc reports;
Establish continuous flight information flow methodology for in-coming/outgoing flights;
Assist in the negotiations of air operations tariffs, charges and taxes.

Shipping related:

Negotiate and conclude ocean transportation arrangements and agreements with shipping lines;
Liaise with various WFP Offices in order to determine the most efficient mode of calling forward commodities, taking into consideration type of commodity, quantity, port, weather and freight market conditions, etc;
Consolidate and plan shipments;
Manage the operational aspects of all chartered vessels, cargoes, including loading and discharging operations and the contracting of stevedoring services;
Liaise closely with agents and suppliers to ensure cargo readiness;

Appoint, instruct and supervise a network of charter protecting agents at load and discharge ports in accordance with the agreed terms and conditions of the charter party and provide advice to the WFP appointed agents and the country offices as required.

Minimum qualifications:

Education: University degree (master degree preferable) in business administration, engineering, computer science, statistics, economics (preferably transport economics), quality assurance, technical, statistics or management related to the area of work, i.e. air transport, surface transport, etc.

Experience: At least eight years or more of postgraduate professional experience in commercial or government transportation and ancillary sectors with at least two years' experience in a commercial company or NGO, adequate knowledge and experience of area of work, i.e. flight operations, air traffic management sectors, chartering/shipping/port operations, warehouse or fleet management, etc. Proficiency in Windows (MS Word, MS Excel) and some transport tracking system experience.

Knowledge: Training and/or experience utilizing computers, including word processing, spreadsheet and other standard WFP software packages and systems and general knowledge of UN system policies, rules, regulations and procedures governing administration is an asset.

Language: Fluency in both oral and written communication in English and Turkish; knowledge of spoken and written 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/14-0015472>

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.