



ອົງການອາຫານໂລກ
The United Nations World Food Programme

The World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. In Laos, WFP is committed to reduce undernutrition and food insecurity throughout the country. All WFP staff contributes as a team to this mission.

Vacancy Announcement: National Senior Logistics Assistant

Vacancy Announcement No: WFP LAO 013	Date: 30 May 2011
Title: Senior Logistics Assistant	Duty Station: Vientiane
Grade: GS 7	Contract Type: Fixed term contract
Organization Unit: Logistics Unit	Deadline for application: 10 June 2011
<p>A Senior Logistics Assistant will be stationed in the Vientiane Country Office. He/she will report directly to Head of Logistics and Procurement and will perform the duties below:</p> <ul style="list-style-type: none">• Ensure timely response to urgent requests from programme on distribution in cost-effective and transparent manner;• Arrange post-commodities import customs clearance with local forward agents;• Prepare local transport tender; award of transport contracts and ensure transport contracts prepare based on approval;• Maintain a record of performance of transport;• Consultation with programme unit(s)/cooperating counterpart/field staff to prepare foods and Non-foods delivery schedules;• Ensure logistics operations (foods/NFI delivery and distributions) in timely and cost-effective manner;• Field survey for a collection of statistic information on local transport market;• Focus on capacity building of local transporters in operation areas;• Enlarge involvement of local transporters in foods distribution;• Arrange smooth operations loading/unloading at warehouses;• Prepare logistics service tender for fumigation and pest control for WFP warehouses;• Regular check of availability of Fund Reservations in WINGS of each project;• Supervise the logistics operational and national staff in CO• Ensure maintenance a record and in-land (local) transport costs;• Perform other related task as required	<p><u>Education:</u></p> <ul style="list-style-type: none">• A degree in university course, preferably supplemented by technical or field related to Logistics/transport activities <p><u>Experience and skill:</u></p> <ul style="list-style-type: none">• At least six years of practical commercial/professional experience in one or more of the transportation and ancillary sector: port operations, shipping, clearing and forwarding , air operations, large scale road/rail transport and distribution management• Good interpersonal skills, ability to interact with government partners at all levels, international organizations and villagers• Knowledge of participatory approaches in working with beneficiaries• Excellent word processing and excel skills• Fluency in written and spoken English and Lao, good translation abilities <p><u>Application Submission</u></p> <p>Applicants should submit a letter of interest and curriculum vitae in a sealed envelop marked "Confidential" to:</p> <p>Ms. Boonmaly Phisayavong Sr. Human Resources Assistant UN World Food Programme P.O. Box 3150 Vientiane, Lao PDR or email: vacancies.laos@wfp.org</p> <p>Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.</p>