



ອົງການອາຫານໂລກ
The United Nations World Food Programme

The UN World Food Programme is the largest humanitarian aid agency in the world. In Laos, WFP is committed to helping to reduce the vulnerability of the population and reduce food insecurity of poor families throughout the country. All WFP staff contributes as a team to this mission.

Vacancy Announcement: National Logistics Assistant (SC 5)

Vacancy Announcement No: WFP LAO 005	Date: 25 February 2011
Title: Logistics Assistant	Duty Station: Saravan
Grade: SC 5	Contract Type: Service Contract (one year with renewal)
Organization Unit: Logistics Unit	Deadline for application: 10 March 2011
<p>A Logistics Assistant will be stationed in the Saravan Sub Office under direct supervision of Senior Logistics Assistant and overall supervision of Head of Sub office.</p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none">• Post daily despatches of WFP food and non-food commodities in the corporate system; monitor the correct use and quantity as per loading orders;• Provide day to day reports on the progress and movements of WFP shipments (by land);• Coordinate and manage deliveries by suppliers, WFP warehouses, monitor and assess quality, quantity and safety of the goods;• In accordance with established procedures, thoroughly check the information record in hard-copy documents (LTI, waybill and other) for clarify and correctness.• Enter data from these documents in to the office's commodity tracking database system;• To produce stock movement report daily, weekly and monthly;• Identify and report the type and number of data errors that occur in the commodity tracking system and recommend ways of reducing them;• Maintain filing systems and archives for swift and easy retrieval of information;• Travel occasionally within the region when required to do so by the organization;• Share knowledge and experience with other staff members and work to foster a team spirit;• Perform any other related duties as required.	<p><u>Education:</u></p> <ul style="list-style-type: none">• Secondary school education, preferably supplemented by technical or university course in a field related to WFP activity. <p><u>Experience:</u></p> <ul style="list-style-type: none">• 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.• Experience of working in difficult locations• Fluency in speaking and writing English is an essential• Familiar with SAP program is preferable with good knowledge of operating computer skills is required. <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>WFP is committed to gender balance in all functions and at all levels. We are committed to increasing the number of female staff in our offices. <i>Female candidates in particular are encouraged to apply.</i></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>