



## **JPO JOB DESCRIPTION**

### **LOGISTICS OFFICER**

#### **Harare, Zimbabwe**

**Title:** Logistics Officer (P2)

**Sector:** Logistics

**Location:** Harare, Zimbabwe

**Duration of assignment:** One year with the possibility of a second year extension (2-year maximum contract)

**Title of the supervisor:** Head of Logistics

#### **Duties and responsibilities and output expectations:**

- Assist in the implementation of the logistics strategy within the WFP policies and procedures and in ensuring effective integration of logistics operations;
- Assist in the management of logistics operations and assets in order to ensure timely and cost effective delivery of WFP cargo, this would include assisting the transport section in the management and monitoring of cargo allocation;
- Coordinate logistics operations with other organisations in the area of operation;
- Assist in ensuring that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;
- Support logistics staff in other partner agencies;
- Supervise staff as required;
- Perform other duties as required

#### **Qualifications and experience**

**Qualifications** – Masters Degree, preferably in business administration or economics (preferably transport economics).

**Skills** – Good interpersonal skills, good analytical skills and working knowledge of English. A second UN language is preferable.

**Working experience** – at least 3 years of progressively responsible professional experience preferably in shipping, freight forwarding, trucking or other logistics / transport sector.

#### **Competencies required**

- Works well with computers - good Excel skill required, knowledge of Access and PowerPoint desirable
- Resourceful (selects goal-relevant activities, allocates time in order of importance, prepares and follows schedules)
- Understands complex operational coordination and interrelationships (monitors and corrects performance, improves or designs systems).

#### **Other requirements**

Candidates interested in applying to these JPO vacancies must be Canadian citizens and be less than 32 years of age at the time of the application.

### **Learning Elements**

#### **After first year the JPO is able to:**

- identify and propose solutions to constraints in the implementation of the logistics operation
- know how to care for food commodities
- write assessment reports
- query and analyse stock levels
- coordinate logistics activities with Cooperating Partners (usually NGOs)
- manage and disseminate information on logistics activities

#### **After the second year the JPO should be able to:**

- carry out training
- under guidance and supervision from Head of Logistics, negotiate with and manage commercial partners
- draft budget for logistics
- carry out cost review and analysis

### **Background information**

In the last five years, Zimbabwe has experienced a reversal of previous gains in all social sectors, and in particular in food self-sufficiency. The crisis evolved from a series of complex, inter-related factors. Similar to other countries in the Southern Africa region these included drought, high HIV/AIDS prevalence and depleted capacity in the social service sectors. Zimbabwe also suffered an economic crisis, characterized by hyper-inflation and over 70% unemployment.

Complicating the situation in Zimbabwe is the inadequate dialogue between donors and the Government regarding the country's recovery from drought and economic difficulties, and considerable debate regarding the role of food aid during this process. The Government also remains unable to access the global funds available for HIV/AIDS action.<sup>1</sup> Notwithstanding these constraints, the Government agrees with the need for child supplementary feeding, including school and under-five feeding programmes, and targeted feeding in support of specific HIV/AIDS interventions.

WFP Zimbabwe at the peak of its operations employed 235 staff (214 local / 21 international) and currently employs 110 staff (96 local / 14 international). Please refer to attachment for the Logistics organigram.

### **General outlines about the programme or project the JPO will be working in**

WFP seeks to maximize use of the programming interventions that the Government has endorsed in order to safeguard the nutritional status of children and those affected by HIV/AIDS, while simultaneously advocating for full and impartial assistance to address broader food insecurity. WFP aims to provide 47,476 MT food commodities to a maximum 1,523,000 people, primarily women and children, through a range of integrated activities, thus contributing to the Southern Africa regional Protracted Relief and Recovery Operation (PRRO) 10310.0 goal of "improved food security, livelihoods and productive capacity among the vulnerable poor, including HIV/AIDS infected and affected people in southern Africa." Intervention will be focused in the most food insecure areas of Zimbabwe, with priority on those areas where food insecurity,

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malnutrition and high HIV prevalence converge. WFP will also maintain the capacity to respond to a request from Government for an expanded food programme, should the situation warrant.

Programme outcomes are largely consistent with the regional PRRO, including:

- increased household food access;
- reduced impact of HIV/AIDS on food security among vulnerable populations in high-priority districts for HIV/AIDS;
- nutrition needs of malnourished and vulnerable groups met;
- Increased enrolment, attendance and ability to concentrate and learn by primary school children.

### **Outline about planned developments concerning the programme/project**

**Programme Components.** Given limited programming options for Zimbabwe, school feeding will primarily serve as a safety net for children, ensuring that they eat at least one nutritious meal per day despite household difficulties accessing food. Please note that WFP will build the food basket for school feeding around the assumption that beneficiaries in some districts will receive a porridge made from Corn Soya Blend (CSB)/oil, while those in other districts will receive a porridge made from cereal/oil/pulses, conforming to rations agreed with the Ministry of Health and Child Welfare and subject to agreement from the Ministry of Education, Sport and Culture. This helps reduce the food cost of the operation and provides programme flexibility in the event that take home rations for 'Orphans and Vulnerable Children' (OVC) becomes possible or an expanded vulnerable group feeding programme is needed following the harvest.

**Partnership and Coordination mechanisms.** WFP will continue its efforts to improve its dialogue with the Government regarding vulnerability and the role of food aid in Zimbabwe and has had some success, particularly at the district level. Strong partnership with the estimated 15 Cooperating Partner NGOs will continue, including with the C-SAFE NGO consortium, and WFP seeks to assist NGOs improve their relationship with Government.

WFP plans to move the ongoing strategic dialogue with other UN partners to a more operational level, and will forge an enhanced partnership with the International Federation of Red Cross and Red Crescent Societies/Zimbabwe Red Cross as the major partner in Home Based Care (HBC) and OVC activities. In addition, WFP will facilitate various food coordination groups, with donors and operational partners.

**Monitoring and Evaluation.** Food security and monitoring activity assume increased importance in Zimbabwe, given ongoing debates regarding national food production and donor concerns of potential politicization of food aid. To address these concerns, WFP put in place an intensive monitoring system that now serves as a best practice for WFP globally. The programme monitoring system is comprised of registration verification (household visits and public verifications), on site monitoring at distributions, and post distribution monitoring, with specific monitoring check-lists for each different type of programme. WFP and its partners also monitor and report monthly on any political incidents surrounding programme activities. In addition, WFP participates in regional Community and Household Surveillance and shares information on crop prospects and food security with The Food and Agriculture Organisation of the United Nations (FAO), the USAID Famine Early Warning System (FEWS) and other early warning institutions through weekly meetings. WFP also conducts monthly food security monitoring through direct observation, price collection and community discussions at 47 sentinel sites.

**Information about living conditions at the post is appreciated.**

Zimbabwe is a landlocked country located in Southern Africa and hosts a population of approximately 12.7 million people. The capital is Harare with other main cities being Bulawayo, Gweru, Mutare, and Masvingo. Although the standard of living is still quite high in terms of housing, inflation and the erratic supply of basic commodities (fuel, bread, milk, sugar, etc) have made it more expensive than before. Foreign currency is in demand and the use of foreign credit cards / foreign ATM cards is generally not recommended.

Like any other big city in the world, Harare also faces problems of street crime. Even the Government of Zimbabwe (GoZ) has initiated proactive measures to address the matter. Street theft, robbery, mugging, theft of mobile phones and cheque / credit card fraud can happen. Common sense applies. For up-country travel in Zimbabwe, "In Country Travel UN Security Clearance" is requested.

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