



Issued on: 22 JULY, 2020

Deadline for Application: 5 Aug, 2020

JOB TITLE: -National Consultant - Logistics and Procurement Assistant	TYPE OF CONTRACT:	Consultant/PSA.NAT Personal Services Agreement)
LOCATION: FAO REPRESENTATION IN LIBERIA	DUTY STATION:	Monrovia, Liberia
ORGANIZATIONAL UNIT: FRLIR	DURATION:	6 months (with possibility of extension subject to availability of funds)

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

Qualified female applicants and qualified nationals are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) is a specialized agency of the United Nations with more than 190 member countries. Since its inception, FAO has worked to improve nutrition, increase agricultural productivity, raise the standard of living in rural populations and contribute to global economic growth. Achieving food security for all is at the heart of FAO's efforts – to make sure people have regular access to enough high-quality food to lead active, healthy lives. To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers' groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site\: <http://www.fao.org>).

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors and to respond to crises.

The Logistics and Procurement Assistant position is in the Procurement Section of the FAO Representation Office in Liberia and will provide support for the implementation of all the project in the portfolio.

Reporting Lines

The Logistics and Procurement Assistant will be under the overall supervision of the FAO Representative in Liberia and the direct supervision of the International Procurement Specialist.

The Incumbent will be responsible for the following tasks:

- Ensure compliance of project logistics management and inventory to FAO rules, regulations, policies and operating procedures.
- In collaboration with the FAO Representative and specific project managers, design and operate the supply chains for all inputs, arranging, loading and transportation from FAO warehouses in Monrovia to cooperating partners warehouse in overall counties of Liberia;
- Assist in the implementation of asset management procedures for all FAO Liberia projects, including management of records in the asset control database;
- Assist in the tagging of furniture/equipment upon receipt from suppliers, and updating of non-expendable property inventory records and track movement of items;
- Responsible for maintenance of logistics and operational files, records, and archives.
- Ensure accuracy of data entered into the inventory system and take corrective action when required; and prepare certification documents for submission of inventory reports;
- Provide support to project management on physical assets disposal by assisting with review of assets and preparing documentation for property committee review, and following up on actions taken for disposal.
- Submit monthly Commodity Status Reports to various projects updating them on the status of their supplies.
- Prepare certification documents for submission of inventory reports.
- Conduct on quarterly basis the verification of physical inventory and ensure accuracy of records and inventory database for AP Services management sign-off.
- Liaise with procurement team to receive documents of incoming shipments from international vendors and assist in the preparation of tax exemption certificates and necessary permits for clearance of consignments.

- Communicate with respective ministries/custom clearance contractors to get clearance letters and approvals on time before arrival of shipment in the country.

Manage Fleet Planning, Movement and Drivers' Assignment (Preparedness)

- Ensure the Vehicles are Maintained in smooth running order/condition through monitoring and implementation of Maintenance Schedule (Quality & Assurance);
 - Effectively monitor utilization of diesel/gasoline for the fleet; ensure that the fleet is monitored and supported with the GPS system (FROTCOM) for tracking, security, insurance, and utilization of the vehicles for corporate purposes. (Responsibility and Accountability).
 - Assist the program in handing over equipment to the end user/counterpart and ensure hand over documents are duly signed by both parties.
 - Develop and maintain a system to track all procurement related activities under the FAO Representation (Regular Programme & ERCU).
 - Overall supervision of drivers, vehicles, and all other staff members of the Logistics Unit
 - Perform any other duties assigned
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CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in Business Administration or Logistics/transport/Procurement or related studies.
- At least 3-5 years of relevant experience in logistics or procurement.
- Fluent in English and working knowledge of French.
- Candidates eligible to work in Liberia are encouraged to apply – (Eligible candidates include :Liberian Nationals and non-Liberian Nationals with resident and work permit)

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Experience in project logistics and procurement management or related issues.
- Ability to plan, organize, implement and report
- Very good analytical skills, ability to understand the different steps of the procurement and logistics process and foresee, anticipate challenges.
- Knowledge on fields where FAO operates (Agriculture)
- Ability to work in teams within a multi-disciplinary and multi-cultural environment.
- Proven strong communication, interpersonal and negotiation skills
- Proven experience in Logistics/Transport and Procurement.
- Ability to work under stress and ensure work life balance.
- Understanding of complex emergencies.

Selection Criteria

- Extend of experience in Administration or Logistics/transport/Procurement or related studies
- Independent worker and excellent skills working as part of a team.
- Very high skills/knowledge of background related to the ToR's Requirements.
- Experience with FAO or other UN agencies' systems and administration procedures for technical cooperation activities is desirable

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.*

ADDITIONAL INFORMATION

- All applications will be reviewed, and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).

- Incomplete applications will not be considered. If you need help, or have queries, please contact iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. Only applications received through the recruitment portal will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from the recruitment portal at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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