



FOOD AND AGRICULTURE ORGANIZATION  
OF THE UNITED NATIONS

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## FAO Representation - Pakistan

### VACANCY ANNOUNCEMENT

<b>Post Title:</b>	<b>Logistics Assistant</b>
<b>Type of Contract:</b>	National Project Personnel (NPP)
<b>Duration:</b>	3 months with possibility of extension
<b>No. of Posts:</b>	2 (Two)
<b>Duty Station:</b>	Islamabad (01), Peshawar (01), with frequent travel to project areas.

#### **Duties and Responsibilities:**

Under the overall supervision of the FAO Representative (FAOR), the direct supervision of the Senior Emergency Coordinator, the Logistics Assistant will carry the following duties;

- Assist with logistics operations including all logistics assets in order to ensure timely and cost-effective delivery of FAO commodities and inputs;
- Assist in the training of staff, particularly ensuring that support staff are adequately trained, cross trained and identify any additional training needs to achieve high working standards;
- Follow up on projections of needs and call forward requirements;
- Follow the movement of inputs and commodities of the projects and operations in the country;
- Collect regional and statistical information related to needs in various locations;
- Assist the sub-stations in the distribution and control of FAO inputs / commodities;
- Organize and supervise the delivery and distribution process and maintain appropriate records;
- Prepare contracts for the transport of goods and services, inputs, items in both emergency and routine procurements;
- Initiate regular visits to warehouses to ensure conformity with regulations for storage of the items;
- Maintain cost data on various means of transport in the country;
- Deliver FAO standard waybills to those involved in the transport of FAO operations; ensure that the proper paperwork has been prepared;
- Assist with the accounting, reporting and ensure that internal control systems are functioning and that all relevant records are maintained;
- Assist in contingency planning and logistics preparedness reviews;
- Supervise general service staff as required;
- Perform other related duties as assigned.

**Qualification & Skills Required:**

- Graduate/B-Com. preferably in a field related to logistics activities
- 5 Years (At least five years of practical experience in one or more of the transportation and ancillary sectors: port operations, shipping, air operations & distribution management.)
- Working experience with UN and/or international organizations will be an asset;
- Strong command over spoken and written English;
- Computer skills in Office Applications Including Excel, Word, Outlook, Power Point;
- Capability for planning, organizing and administering , on-the-job independent staff training, sessions;
- Having Knowledge of United Nations and International Organizations' administrative regulations and rules, policies and procedures.
- Ability to learn fast, strong communication skills, and strong spirit of teamwork