



## 1. National Logistics Preparedness Officer, SC 8, (12 Months), Dodoma Liaison Office (831907)

Requisition ID 831907 - Posted 12/03/2024 - Short Term-SC WFP - Africa, Southern - Tanzania, United Republic of - Dodoma - [Working Job Language \(1\)](#) - LOGISTICS

### ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

### STANDARD MINIMUM QUALIFICATIONS

**Education:** University degree or similar, preferably in project management, logistics & supply chain, International development; data management or a closely related field; or the equivalent combination of education and experience.

**Language:** Fluency in oral and written English and other local languages such as Swahili

**Experience:** A minimum of 3 years of working experience in project management, and a minimum of five years of relevant professional work experience in a humanitarian development or response capacity, preferably in logistics or emergency management.

### JOB PURPOSE

Support the project development and implementation of the Field Based Preparedness project (FBPP) and activities in a sustainable long-term context as part of efforts to support existing and build further national capacities and stakeholder networks, aimed at raising the level of emergency preparedness in a local empowerment-focused setting. In this framework, the position is acting as Logistics Preparedness focal point linking to the National Disaster Management Authorities (NDMA), National Disaster Management Organizations and partner agencies.

### Reporting lines:

- **WFP Country Office, Tanzania:** The Preparedness Officer will report to the Preparedness Expert, in the absence of the expert, to the Head of Supply Chain, and will directly support the Logistics Cluster/Sector Coordinator (in case of activation and in coordination with the Head of Supply chain), where applicable.
- **Global Logistics Cluster, WFP Headquarters:** In absence of an international Logistics Cluster Preparedness Expert, the national Preparedness Officer provides report to the Regional Logistics Cluster Officer, GLC designated preparedness lead, or designated preparedness desk officer, about all activities related to the Logistics Cluster and to ensure alignment with Global Logistics Cluster preparedness strategy, including regular information sharing and updates in coordination with the Head of Supply Chain or designated desk officer.

## **BACKGROUND OF THE ASSIGNMENT**

WFP as the lead agency of the Logistics Cluster is mandated by the inter-agency standing committee (IASC) to complement and co-ordinate the logistics preparedness activities and capabilities of the member countries and co-operating humanitarian agencies, both before and during large-scale complex emergencies and natural disasters.

The Global Logistics Cluster (GLC) preparedness strategy includes a special focus on preparedness and on strengthening the response capacity of national stakeholders. The preparedness activities concentrate on disaster-prone countries, providing support for national logistics preparedness embedding a preparedness in country-targeted Emergency Preparedness and Response activities. Tanzania is one of these identified countries.

## **KEY ACCOUNTABILITIES (not all-inclusive)**

- Ensure the continued involvement of all relevant stakeholders in regular Logistics Preparedness Working Group / National Logistics Working Group (NLWG) meetings and perform/contribute to furtherance of the logistics preparedness activities in alignment with national priorities, WFP's country strategic plan (CSP), Emergency Preparedness and Response Plan (EPRP) and Global Logistics Cluster's strategy.
- Participate in and support of scenario planning, preparedness planning and response planning activities with the national disaster management agency and multiple partners.
- Collect, analyze and upload data, gather and analyze information related to preparedness from and for partners,
- Update, develop, test, and implement logistics new tools as required, especially supporting the preparedness platform deployment
- Support the Tanzania specific project LogFrame activities, key performance indicators and measurement, and reporting throughout the whole project phase
- In case of a Logistics Cluster or Sector operation:
  - Support the activation phase by briefing, linking to national entities and supporting EPRP related activities
  - Support the ongoing operation with network relations and information provision
  - Support the phase out and closure of the operation as required

## **DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE**

- Strong project management and inter-agency coordination skills.
- Strong writing skills in developing plans, guidelines, reports, and meeting minutes to a professional level that can be shared with Government and partners.
- Ability to make a positive contribution in a team-based environment and to work under tight deadlines with minimum supervision.
- Excellent interpersonal and communication skills, with a level of communication suitable to build and maintain relationships with officials and government counterparts.
- Proficiency in Windows, MS office (Word, Excel, PowerPoint, Outlook) and data management systems; willingness to work in challenging environments / field locations.
- Knowledge in logistics operations and emergency response operations.

## DEADLINE FOR APPLICATIONS

The deadline for submitting applications for this post is 25 March 2024.

To Apply, [CLICK HERE](#)

## 2. Common Back Office Manager, Regular Consultant Level II, 11 Months contract, Dar es Salaam CO (832018)

Requisition ID 832018 - Posted 13/03/2024 - Short Term Monthly - Africa, Southern - Tanzania, United Republic of - Dar-es-Salaam - Working Job Language (1) - ADMINISTRATION

### ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

### ORGANIZATIONAL CONTEXT

The Common Back Office (CBO) initiative proposes to streamline key operational areas of participating agencies by harmonizing procedures and consolidating support services into one facility at the country level. This consolidation is expected to reduce duplication of functions and administrative and transaction costs, while the harmonized procedures are expected to, at the same time, increase the quality and effectiveness of these services.

The CBO unit will provide common identified services in Common Procurement, Common Logistics, Common Human Resources, Common ICT, Common Finance and Common Administration (including Facility Management) to the United Nations participating entities. Additional services could be included as per agreement between

the participating entities and the CBO unit through the hosting entity. The CBO day-to-day operations and decisions are managed by the CBO Manager who reports to the host entity for administrative matters.

The CBO Country Governance Board will provide strategic guidance with a view to ensuring the quality of services provided by the CBO, through a participative coordination meeting, where all participating entities have the same representativity and all opinions shall be taken into consideration. The CBO Manager reports directly to the Head of Hosting Entity in the country and through him/her to the Country Governance Board (CGB) consisting of Heads of participating UN entities, under the leadership of the Resident Coordinator, being the CGB the “clients” governance mechanism responsible for the overall service performance of the CBO.

The CBO has its own annual budget and staff dedicated to the management and delivery of services to its clients.

## **JOB PURPOSE**

The position of CBO Manager reports directly to the Head of the Hosting Entity and is responsible for managing on a daily basis the delivery of CBO services to client entities. This role includes identifying UN Entities’ requirements for services being delivered, including quality and timeliness of services. The CBO Manager is bounded by the Service Level Agreements (SLAs), which set out the respective requirements and responsibilities of client UN Entities and the CBO.

The CBO Manager, with the support of the Service Delivery Platform (SDP), will be responsible for meeting the timeliness of the service delivery, in a first-in first-out manner, and for ensuring the application of the Client Satisfaction and Costing & Pricing principles agreed at the UNSDG level.

## **KEY ACCOUNTABILITIES (not all-inclusive)**

### **A. Coordination of the governance arrangements:**

- Establish and consolidate the CBO in Tanzania as an integrated center of services meeting with efficiency operational needs of its clients, based on UNSDG Client Satisfaction and Costing & Pricing principles.
- Serve as Secretary of the CGB. The Secretary shall coordinate the organization of the meetings and prepare a draft agenda for each meeting. The agenda and relevant documentation should be distributed to the members in advance of the meeting. The Secretary shall also prepare reports and any correspondence, as well as maintain a record of decisions, documentation and reports.
- Develop a permanent working communication with CGB members and their teams aiming the production of timely solutions and the consolidation of the new flows.

- Provide regular reports to CGB on all aspects of CGB activities.

## **B. Supporting financial results and performance:**

- In the six functional areas (Common Procurement, Common Logistics, Common Human Resources, Common ICT, Common Finance and Common Administration, including Facility Management), monitor the established SLAs with CBO client entities and provide quality services in timely manner.
- Facilitate/initiate the drafting and suggesting amendment to SLAs and KPIs.
- Develop a strategic planning for CBO, including a Biennial Management Strategy and its Biennial Budget Strategy for Sustainability.
- Produce an annual report on service delivery for participating Entities, including financial reports provided by the hosting entity and/or service provider.
- Prepare periodic review of the status of implementation of the annual work plans and of the CBO financial statements.
- Develop CBO annual work plans and prepare Tanzania CBO implementation updates.
- Review cost-share mechanism and invoicing procedures.

## **KEY ACCOUNTABILITIES (Continued.....)**

### **C. Monitoring of CBO day-to-day operations and decisions**

- Determine the appropriate executing modality for the Service Lines (such as outsourcing).
- Efficiently recruit skilled professionals aligning with CBO standards and facilitate seamless onboarding.
- Through overall direction, active coaching and efficient organization of work, lead the staff during the phases of installation and further adjustments of CBO.
- Provide supervision to the CBO Programme Management Assistant.
- Develop motivation, team spirit and client-oriented culture.
- Ensures the continued development and training of the staff.
- Develop appropriate mechanisms of coordination with program staff in the UN Entities.
- Establish appropriated mechanisms to receive continuous feedback from client entities.
- Facilitate the establishment of a Case Management System, guiding setup, and facilitating user training.
- After a period of experimentation, identify required adjustments to be introduced in the initial structure, processes, tools, allocation of staff and budget.
- Support RC with the presentation of CBO Tanzania to other UN entities, ensuring the widest adhesion possible.

## **STANDARD MINIMUM QUALIFICATIONS**

- Advanced University degree in business, public administration, or a related field. (A first University degree may be accepted if the applicant has at least 9 years of relevant post-qualification experience)

## **DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE**

- At least 7 years of relevant post-qualification work experience, preferably in the UN system. Experience and proven ability in the delivery of a range of UN administrative services, within tight deadlines in accordance with established UN requirements.
- Experience and skills in providing leadership and team management in a multi-cultural, working environment.
- Communication and negotiation skills in managing high level client relationships.
- Ability to identify client's need and match them to appropriate and innovative solutions.
- Broad knowledge of best practices, techniques for process optimization processes (e.g. optimization of strategic planning, sourcing, logistics, finance processes, performance management, etc.)
- Broad knowledge of best practices, techniques and methodologies for developing new strategies and drive efficiencies
- Experience in change management.
- Ability to adapt in a rapidly changing environment and pay close attention to details.
- Fully committed and motivated to achieve the aims of the UN World Food Programme.

## **TERMS AND CONDITIONS**

Only shortlisted candidates will be contacted.

## **DEADLINE FOR APPLICATIONS**

The deadline for submitting applications is 26 March 2024.

To Apply, [\*\*CLICK HERE\*\*](#)