



## Junior Professional Officer (JPO) for Logistics Officer at the P2 Level, Bridgetown, Barbados

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### I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States (U.S.) sponsors qualified U.S. citizens for employment in the United Nations (UN) World Food Programme (WFP) Junior Professional Officer (JPO) Program.

**You must be a U.S. citizen to apply.**

Application Deadline:  
August 15, 2024, 5:00 p.m. EDT

Application instructions below in  
Section VIII.

These fully funded JPO positions strengthen the capacity of WFP and further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions at WFP and in other international and non-governmental organizations (NGOs).

### II. General Information

**Title:** Logistics Officer, Warehouse Management, Systems Integration and Learning

**Organization/Office:** WFP/Caribbean Multi-Country Office (MCO)/Supply Chain

**Duty Station:** Bridgetown, Barbados

**Start Date Required:** As soon as possible

**Duration:** Two years

The USAID/BHA sponsored JPO will be an employee of WFP, not of the U.S. Government.

### III. Duties, Responsibilities, and Output Expectations

Under the direct supervision of the Head of Supply Chain, the JPO will have the following responsibilities:

- 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 warehouse and logistics operations, as well physical assets as required.

- Learn to quickly develop the necessary skills to use the software systems employed by WFP / CDEMA and be comfortable training others on its use. Play a part in the development of the software as it gets deployed ensuring it is fit for purpose and adjusted as necessary.
- Assist in ensuring that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Implement operational warehouse procedures and normative guidance to manage WFP's warehouse, handle inventory effectively through corporate systems, and ensure loss mitigation.
- Contribute to preparedness actions, prepare MCO Logistics Capacity Assessments (LCA), provide technical recommendations and guidance and monitoring the management of specific logistics risks to enable WFP to quickly respond and deploy food and resources at the onset of the crisis.
- Collect and analyse relevant technical data from diverse sources to forecast operational needs under various scenarios and make evidence-based proposals.
- Act in assigned emergency response roles as may be required to meet food assistance needs.
- Liaise with other division/units to ensure coherence and coordination. Support logistics staff in other partner agencies. This activity may involve trips to support colleagues in the sub-offices.
- Supervise staff as required. This activity may involve trips to support colleagues in the sub-offices.
- Perform other related tasks as may be assigned by the supervisor.
- Work with the team to develop a long-term strategy and system to make the warehouse management system, SOPs, operational and safety systems fit for purpose in conjunction with WFP and WFP's partners in the region.

#### Expected Outcomes

- Improved analysis of regional and country-level opportunities to support logistics response support to the region, as needed.



- Define the logistics / warehouse management strategy within the WFP policies and procedures and ensure effective integration of supply chain operations at the port and warehouses.
- Increased monitoring and information gathering and forecasting about evolving risks that allows WFP and humanitarian partners to use resources more efficiently.
- WFP support to CDEMA and regional partners in strengthening end-to-end supply chain management and coordination, vulnerability analysis, data management and digitalization has developed, evolved, and improved.
- WFP's logistics reporting capacity is strengthened with more timely and accurate information on activities, caseloads, resource allocation and geographic coverage.

#### **IV. Supervision**

Supervised by the Head of Supply Chain Officer. This will enable a strong connection between food systems and WFP Caribbean's approach to capacity strengthening, putting measures in place to enhance the sustainability of preparedness actions and strengthening regional and national capacity to respond to disasters without external assistance.

#### **V. Qualifications and Experience**

##### **Education:**

Advanced university degree in environmental sustainability, supply chain, logistics, humanitarian development or related fields.

##### **Work Experience:**

Three years of relevant working experience related to Supply Chain Management, Warehouse Management, Supply Chain Software, Disaster Management, Warehousing, Sea / Air Freight, Logistics, Business Analytics, or Data Analytics.

##### **Languages:**

Fluency in English. Intermediate level of one, or more, of the following official languages: French, Spanish, Arabic, Chinese, Russian and Portuguese (Spanish desirable).

##### **Additional Desired Technical Skills:**

- Exposure to the international arena either by direct work for an international institution/organization; or, if working for a national entity, by way of interacting with international stakeholders.
- WFP's international professionals are required to serve in various locations around the world during their career (including in hardship duty stations); willingness to be mobile would maximise opportunities for long-term retention into the Organization.
- Proficiency in Windows MS Office (Word, Excel, PowerPoint, Outlook).

### **UN Competencies:**

Behavioral competencies: leads by example with integrity, drives results and delivers on commitments, fosters inclusive and collaborative teamwork, applies strategic thinking, builds, and maintains sustainable partnerships.

### **Workforce Diversity:**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

## **VI. Learning Elements**

### **Training Components**

- Participation in WFP Caribbean trainings (e.g., shock-responsive social protection, supply chain).
- Participation in regional specific trainings/events on food systems and small holder market support.
- Participation in wider WFP webinars and learning events on issues relevant to supply chain and logistics issues in the region.
- Participation in WFP Caribbean learning events and exchanges.
- The supervisor will also assist the JPO in identifying other appropriate trainings and resources in line with their career development goals.

### **Learning Elements**

In the first three months following arrival at the duty station the JPO and the direct supervisor will agree on a training development plan in line with the corporate strategy, the tasks to be performed at the Country Office, and the specific interests and wishes of the JPO. This will include on-the-job-training.

The JPO will also be expected to participate in an online WFP Supply Chain onboarding program to gain a broader understanding of interactions between the units constituting the



supply chain of the Country Office and its relations with the other sections of WFP. The JPO will also be encouraged to complete Basic Humanitarian Logistics Course and Service Provision training available online on the WFP platform: WeLearn.

At the end of the two-year assignment, the JPO should have obtained:

- Very good knowledge of the WFP programs and activities in general, with technical expertise and skills on the supply chain components of program design and implementation.
- A competent trainer and imparter of knowledge.
- An excellent warehouse manager, emergency responder, systems architecture, SOP writer and developer.
- An efficient user of supply chain software, digitization, digitalization, tracking systems, RFID / Bar Coding / QR coding and other stock recognition and management systems.
- An excellent understanding of customs, immigration, air and sea operations, bonded in-transit cargo movements and much more.
- Familiarity with international and regional institutions in the Caribbean relevant to disaster response, including CARICOM, CDEMA, CDRU and agencies part of the UN system.
- Good general understanding of WFP's overall operations and activities in the region of assignment, including linkages with supply chain, emergency preparedness/response, and social protection.

## **VII. Background Information**

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide.

WFP established the Caribbean Multi-Country Office in Barbados to provide technical assistance, risk mitigation, resilience, emergency response and capacity-strengthening programs across 22 countries and territories in the English and Dutch-speaking Caribbean. Across the Caribbean, WFP is applying its global expertise to a programme of cross-functional activities designed to improve regional and national preparedness and strengthen systems to deliver rapid and appropriate assistance to people impacted by shocks and disasters. The regional supply chain support includes strengthening end-to-end supply chain management, digitalization, digitalization, coordination, vulnerability analysis, data management, disaster risk financing and food systems' resilience. The office also responds to emergencies in support of governments and CDEMA as needed, including previous responses in the Bahamas (2019) and Saint Vincent and the Grenadines (2021), which both included logistics support to CDEMA and local Agencies.



WFP Caribbean plans to deepen its work on food systems and livelihoods, building on the momentum of the 2021 Food Systems Summit and recognizing the impacts of COVID-19 on supply chains and food systems.

The logistics officer will provide substantial contributions to the integrated supply chain operations. They will support supply chain operations, to ensure a practical and integrated supply chain approach; strengthening the capacities of response personnel and helping to address the persistent challenges in logistics that hamper the timely deployment and delivery of supplies in the region.

The office provides logistics and technical support to Countries and Agencies in response to natural disasters. The staff in the Barbados Multi-Country office are on standby to deploy anywhere in the Caribbean within 48-72hrs of any request. Applicants should be comfortable working in conditions that can be challenging if deployed.

WFP Caribbean is developing a Logistics Hub and Centre of Excellence (LH&CoE) in Barbados. The LH&CoE will provide a warehouse for prepositioning of emergency response goods and a training centre that will provide the venue and means to provide learning capacities for the logisticians and emergency responders of the future. This position will be primarily working to develop and build this space and be emergency response ready in terms of warehousing, customs and immigration procedures and air and sea deliveries to affected states in the region.

### **VIII. Application Instructions**

The JPO program selection process is carried out jointly by USAID/BHA and WFP.

**You must be a U.S. Citizen to apply. Applicants must be no older than 32 years of age as of December 31 of the year of application.**

To apply please send the following to [BHA.JPOCoordinator@usaid.gov](mailto:BHA.JPOCoordinator@usaid.gov):

1. completed [UN Personal History Statement \(PII\)](#);
2. resume (CV) and;
3. cover letter to explain your interest in this position.

Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple positions, please complete a Personal History Statement (PII) for each



position and submit these to us in separate emails with the appropriate subject heading. Please submit your application documents in PDF format when possible.

**Due to the volume of applications received, only selected candidates will be contacted for an interview.**

**Application Details:**

Please complete the PII thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only. [You can find the PII form on the USAID/BHA Jobs website.](#)
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered.

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For more information please consult the [USAID/BHA Jobs website.](#)