



1. JOB TITLE: **Storekeeper**

TYPE OF CONTRACT: Special Service Agreement (SSA)

UNIT/DIVISION: Logistics Unit

DUTY STATION (City, Country): Dar-es-Salaam (Port), Tanzania

DURATION: 4 months

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Language: Fluency (level C) in the English and Swahili languages.

ORGANIZATIONAL CONTEXT

The Storekeeper will report to the Logistics Associate and be managed by the National Logistics Officer at Dar es Salaam Port. The Storekeeper is expected to be exposed to all phases of the warehouse operations and work with minimum supervision. The Storekeeper may provide supervision and on-the-job training to other warehouse staff.

JOB PURPOSE

To handle receipt/dispatch and verification of commodities in order to maximise quality of warehouse operations and mitigate losses, and to support the best storage management practices in compliance with WFP warehouse standards and established guidelines.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Sound food delivered. Quantities dispatches per plan Quantities received counter checked during stacking and dispatches.
2. Cargos properly documented in commodity tracking system from stacks & infestation controlled
3. To ensure receipts and dispatches are properly documented daily, weekly, and monthly inventories properly done
4. To ensure timely and accurate receipts/dispatch of WFP commodities.
5. To prepare stack cards report & to keep updated.
6. To capture commodities with accurately quantities in LESS
7. To prepare, verify and sign off warehouse and transport documents and maintain accurate warehouse transitions records to ensure immediate reporting on commodity movement in line with corporate system ie, ATL & WAYBILS
8. To supervise WFP cargos during destuffing/Dispatching in order to reduce foods spoilage.
9. To make sure damage and sound cargo are stored separately
10. To supervise re-bagging /re-filling of food are in a good hygiene
11. To supervise warehouse cleanliness
12. To build good relationship with other entity like TPA, CFA and superintendent to deliver our food on time.
13. Any other official business as assigned by supervisor

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Helps teammates articulate WFP's Strategic Objectives.

- Be a force for positive change: Suggests potential improvements to team's work processes to supervisor.
- Make the mission inspiring to our team: Explains the impact of WFP activities in beneficiary communities to teammates.
- Make our mission visible in everyday actions: Articulates how own unit's responsibilities will serve WFP's mission.

People

- Look for ways to strengthen people's skills: Trains junior teammates on new skills and capabilities.
- Create an inclusive culture: Seeks opportunities to work with people from different backgrounds.
- Be a coach & provide constructive feedback: Serves as a peer coach for colleagues in same area of work.
- Create an "I will"/"We will" spirit: Tracks progress toward goals and shares this information on a regular basis with supervisor.

Performance

- Encourage innovation & creative solutions: Explores ways to consistently be more efficient and accurate in own areas of work and shares new methods of work with colleagues.
- Focus on getting results: Focuses on getting results and tracks trends in completion rates for own tasks to identify opportunities for efficiency.
- Make commitments and make good on commitments: Takes responsibility for own tasks and notifies supervisor as soon as possible of potential delays in meeting deadlines or commitments.
- Be Decisive: Independently decides what action to take when faced with critical choices in the workplace or in dangerous situations in the field.

Partnership

- Connect and share across WFP units: Suggests opportunities for partnering with other units to supervisor.
- Build strong external partnerships: Identifies opportunities to work with colleagues and partners in the field towards common goals.
- Be politically agile & adaptable: Develops an understanding of the value of WFP's teams and external partners in fulfilling team's goals and objectives.

- Be clear about the value WFP brings to partnerships: Aligns own activities with supervisor's priorities to fulfill internal and external partner needs.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Supply Chain Management and Optimization	Displays aptitude at monitoring and reporting on supply chain operations to enable teams to efficiently assess the performance and sustainability of current networks.
Planning, Project & Resource Management	Supports the planning, forecasting & resource management efforts of own team by collecting data from diverse sources.
Information Management & Reporting	Collates accurate and timely information and data to enable informed decision making on reporting within individual unit and consequently the greater humanitarian community.
Market Analysis, Contracting and Operational Execution	Ability to collect and collate necessary information to enable WFP to make informed operational decisions.
Warehouse and Inventory Management	Demonstrates ability to implement operational warehouse procedures and normative guidance in order to manage WFP's warehouse, handle inventory effectively through corporate systems, and ensure loss mitigation.
Technical Assistance and Coordination	Demonstrates awareness of the importance of technical assistance and coordination with key stakeholders and an ability to carry out logistics activities, respecting individual mandates and programme priorities.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Experience using logistics databases to extract routine reports.
- Experience in managing warehouses with food and NFIs.
- Experience in managing inventories.
- Experience in processing invoices.

TERMS AND CONDITIONS

- The applicant should be a Tanzanian National.
- Only candidates who are shortlisted will be contacted.
- Applicants must be submitted through e-recruitment portal.

DEADLINE FOR APPLICATIONS

The deadline for receiving applications is 03 May 2022.

[CLICK HERE TO APPLY](#)

2. JOB TITLE: Programme Policy Officer (National Nutrition Officer)

TYPE OF CONTRACT: Service contract (SC)

GRADE: SC 9

UNIT/DIVISION: Programme Unit / RBJ

DUTY STATION (City, Country): Dar Es Salaam, Tanzania

DURATION: 12 months

BACKGROUND:

In support of the government's goals in nutrition, WFP nutrition programme activities and targets are fully aligned with the National Multi-sectoral Nutrition Action Plan 1 and 2 (NMNAP). WFP's activities employ a combined approach, between nutrition specific and sensitive activities. Nutrition specific interventions couple the provision of specialized nutritious foods with gender focused Social and Behaviour Change Communication (SBCC), to treat Moderate Acute Malnutrition (MAM) and prevent stunting and micronutrient deficiencies for both women and children in target communities. To this end, WFP implements a Supplementary Feeding Programme (SFP) and Mother/Child Health Nutrition Programme (MCHN) in health facilities in Dodoma and Singida regions. WFP has also been supporting an ongoing project of development of a locally produced specialised nutritious foods. Under nutrition sensitive interventions WFP participates in Food Security activities that aim to deliver a comprehensive package of assistance for stunting prevention by diversifying and improving diets and increasing yields through changing food production practices as well as supporting livelihood initiatives. WFP also endeavors to ensure that all its other programs are nutrition sensitive. To support the enabling environment, WFP has continued to enhance national capacities for addressing malnutrition by working with the Tanzania Food and Nutrition Centre (TFNC), President's Office for Regional and Local Government (PORALG), Prime Ministers officer and district councils to increase technical capacities and programme reach. At district level support is directed towards improvement of data management, coordination and collaboration at council level. All the activities implemented under this components generate knowledge and evidence to inform the Government's policy decisions, programme design and prioritization of investments. In June 2022 WFP will start implementation of the next country strategic plan 2022 -2027. The CSP will among other priorities address causes of all forms of malnutrition and scale up implementation of homegrown school feeding (HGSF) models through strategic outcome 2 that will ensure that vulnerable populations consume more diversified and nutrient-rich diets and have improved access to nutrition, health and education services that contribute to human capital development

STANDARD MINIMUM QUALIFICATIONS

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Advanced university degree or first level university degree with additional relevant work experience in nutrition, food technology, public health, development studies, project management.
- Five years of relevant working experience in managing or delivering food security and nutrition projects.
- Fluency in both written and oral English.
- Proficiency in Windows MS Office (Word, Excel, Powerpoint, Outlook).

- Behavioral competencies such as Action Management, Client Orientation, Innovation, Partnering and Teamwork.

ORGANIZATIONAL CONTEXT

Under the direct supervision of the head of Nutrition, the Programme Policy Officer (National Nutrition Officer) will have the following responsibilities:

JOB PURPOSE

To provide support to policy and programme activities that effectively meet food assistance needs.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Assist Country Office (CO) in implementing nutrition programmes (including UN joint programmes) for the reduction on stunting and scaling them up to new areas as per the country strategic plan. This includes the analysis of opportunities for local production of specialized nutritious foods, rolling out a social behavior change communication (SBCC), and implementing nutrition sensitive school feeding programmes.
2. Ensure WFP interventions are aligned to national multisectoral nutrition action plan and national priorities and provide technical support to national regional and local government.
3. Provide technical support to and spearhead engagement with national regional and local government in the implementation of the NMNAPII.
4. Actively participate and contribute to national or United Nations system cross-sectoral groups and platforms on nutrition and school feeding. This includes the UN sustainable development cooperation framework outcome discussions, development partners group for nutrition, Scaling up nutrition business network and the NMNAPII coordination thematic technical working groups.
5. Promote, identify and facilitate community ownership and strengthened integration of nutrition and school feeding interventions
6. Support the generation of reliable data, analysis and evidence to inform programming, and strengthen monitoring of routine data and evaluation of nutrition activities in close collaboration with M&E unit
7. Act as gender focal point of the nutrition unit overseeing the rollout of gender-transformative actions into WFP nutrition and school feeding operations and ensure their continuous follow-up and documentation.

8. Contribute to drafting corporate and donors reports in relation to funded activities, and contribute to drafting concept notes and funding proposals as required.

9. Any other task as required

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Understands WFP's Strategic Objectives and the link to own work objectives.
- Be a force for positive change: Flexibly adapts individual contributions to accommodate changes in direction from supervisors and internal/external changes (such as evolving needs of beneficiaries, new requirements of partners).
- Make the mission inspiring to our team: Recognizes and shares with team members the ways in which individual contributions relate to WFP's mission.
- Make our mission visible in everyday actions: Sets own goals in alignment with WFP's overall operations, and is able to communicate this link to others.

People

- Look for ways to strengthen people's skills: Assesses own strengths and weaknesses to increase self-awareness, and includes these in conversations on own developmental needs.
- Create an inclusive culture: Participates in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment.
- Be a coach & provide constructive feedback: Proactively seeks feedback and coaching to build confidence, and develop and improve individual skills.
- Create an "I will"/"We will" spirit: Participates in accomplishing team activities and goals in the face of challenging circumstances.

Performance

- Encourage innovation & creative solutions: Shows willingness to explore and experiment with new ideas and approaches in own work.
- Focus on getting results: Consistently delivers results within individual scope of work on time, on budget and without errors.
- Make commitments and make good on commitments: Commits to upholding individual accountabilities and responsibilities in the face of ever-changing country or functional priorities.
- Be Decisive: Makes rational decisions about individual activities when faced with uncertain circumstances, including in times of ambiguity regarding information or manager direction.

Partnership

- Connect and share across WFP units: Seeks to understand and adapt to internal or cross-unit teams' priorities and preferred working styles.
- Build strong external partnerships: Demonstrates ability to understand and appropriately respond to and/or escalate needs of external partners.
- Be politically agile & adaptable: Portrays an informed and professional demeanor toward internal and external partners and stakeholders.
- Be clear about the value WFP brings to partnerships: Provides operational support on analyses and assessments that quantifies and demonstrates WFP's unique value as a partner.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Programme Lifecycle & Food Assistance	Displays ability to identify the main hunger problem at the national or subnational level to design and implement context-specific programmes that integrate complex analysis and the full range of food assistance tools.
Transfer Modalities (Food, Cash, Voucher)	Demonstrates ability to analyse and consolidate quantitative and qualitative information from different sources (e.g., market studies) to inform transfer modality selection and programme development.
Broad Knowledge of Specialized areas (i.e. Nutrition, VAM, etc.)	Demonstrates the ability to interpret basic data in the context of WFP specialised fields to contribute to technical programme design, implementation and monitoring.
Emergency Programming	Displays ability to translate understanding of programme principles in emergencies and protracted conflict situations into relevant, effective, and context specific approaches.
Strategic Policy Engagement w/ Government	Develops thorough recommendations using multiple inputs (e.g., government counsel, research, own experience) to strengthen national or subnational entities and government owned food and nutrition security programmes.

EXPECTED OUTCOMES:

- Quality Roll out of nutrition and school feeding programme in line with the country strategic plan and corporate policies.

- Data, evidence and analysis are available to support and inform WFP nutrition and school feeding operations; best practices and results are adequately documented and reported.
- Key operational synergies are established between nutrition, school feeding small holder farmers and supply chain and innovation thereby increasing their ability to address vulnerabilities and achieve impact
- A broader portion of the food required for the nutrition and school feeding programme is procured nationally or locally.
- WFP nutrition and school feeding leveraged to their best potential to overcome prevailing gender inequities.

DESIRED REQUIREMENTS:

General understanding of WFP overall operations and activities in Tanzania.

TERMS AND CONDITIONS

Only Tanzanian nationals should apply for this position.

All applications should be submitted through e-recruitment portal.

DEADLINE FOR APPLICATIONS

The deadline for receiving applications is 04 May 2022.

[CLICK HERE TO APPLY](#)

3. JOB TITLE:

Business Support Assistant (Programme)

TYPE OF CONTRACT:

Fixed Term Appointment

UNIT/DIVISION:

Programme Unit

DUTY STATION (City, Country):

Dar-es-Salaam Tanzania

DURATION: 1 year (renewable) subject to satisfactory performance

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

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.

Through its Country Strategic Plan (CSP) 2022-2027, the United Nations World Food Programme's (WFP) provides food assistance through programmes and projects which contribute to 4 Strategic Outcomes (SOs). The assistance is geared to:

1. refugees in 2 refugee camps in Kigoma in collaboration with the Ministry of Home Affairs (SO1);
2. vulnerable women and children to address or prevent malnutrition through both nutrition specific and nutrition sensitive programmes in collaboration with the Ministry of Health and health facilities, and support for the roll out of the National School Feeding Guidelines and home-grown school feeding models (SO2);
3. providing capacity strengthening support to smallholder farmers and their organizations, aggregators and value chain actors to reduce post-harvest losses and increase smallholder farmers access to quality oriented and remunerative markets, and support community-based climate change adaptation and integrated resilience building (SO3);
4. provide on-demand services for innovation, supply chain and operations support to national government counterparts, development partners and private sector (SO4).

ORGANIZATIONAL CONTEXT

The programme assistant provides programme-wide support to the Head of Programme and the various Activity Managers implementing the various activities under the CSP, by providing both administrative and programmatic support.

STANDARD MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Social Sciences or any related discipline.

Experience: Minimum of 1 year experience working on development projects management and administrative support.

Languages: Fluency in English required

JOB PURPOSE

To deliver standard business support processes for a specific professional area of work, to facilitate effective service delivery.

KEY ACCOUNTABILITIES (not all-inclusive)

Area 1: Administrative support

1. Provision of general administrative support to Programme Unit and to all Activity Managers
2. Carry out general secretarial duties, including typing various correspondence, reports, tables, attendance records and performing electronic registry functions.
3. Update staff leave plans and maintain Unit board indicating staff movements;
4. Track file movements and other documents from the Programme Unit to other Units.
5. Coordinate stationery requirements and requisitions.
6. Prepare purchase requisitions, Goods Receipt Note or Service Entry Sheet in the WINGS system when service is done or goods have been received;

KEY ACCOUNTABILITIES CONTINUED:

7. Arrange transport for the Head of the Programme Unit and other programme staff going to meetings.
8. Prepare and follow-up on travel arrangements for the Head of the Programme and other programme staff going on missions, such as Travel Authorizations, Travel Expense Claims and related bookings.
9. Preparing requests for payment for Partners and following up with Partners on the submission of all relevant supporting documents including invoices and reports; track invoices and payments to Partners through ITS; upload supporting documents as required
10. Maintain proper filing of all programme documents, invoices, agreements and reports in shared on-line folders;
11. Act as a back-up for the Senior Staff Assistant.
12. Any other as applicable.

KEY ACCOUNTABILITIES CONTINUED I

Area 2: Technical programmatic support

1. Taking minutes during Programme meetings, workshops or meetings with Partners;
2. Support partnership focal point and keep track of Field Level Agreements (key milestones; payment cycles; contribution deadlines, disbursement deadlines; and purchase order, Purchase requisition monitoring);
3. Liaise with Cooperating Partners to seek updates and reports on field activities, follow up on the submission of progress reports and expenditure invoices and other supporting documents for payments.

4. In consultation with Activity Managers, take the lead in organizing meetings, workshops, including the preparation of budgets and logistics arrangements in collaboration with Support Services, Administration and Finance Units
5. Support preparations of Memorandum of Understandings (MoUs), Field Level Agreements (FLAs) and liaise with Partnership focal point and ensure all MoUs and FLAs are up to date; provide advance notice-warnings to Activity Managers about expiry of MoUs and FLAs in due time to be able to negotiate extensions as required;
6. Contribute to corporate reports as required
7. Any other task as required.

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TERMS AND CONDITIONS

- The applicant should be a Tanzanian national
- Only candidates who are short-listed will be contacted
- Applications must be submitted online.
- Use English language only

DEADLINE FOR APPLICATIONS

Deadline to receiving applications 04 May 2022

[CLICK HERE TO APPLY](#)