



WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

Junior Professional Officer Programme (JPO) Chiffre Nr. 2026-2-45

General Information

Job Title: JPO Supply Chain Officer (Information Management)

Unit: Supply Chain

Division/Country Office Chad Country Office, Ndjamen

Agency: World Food Programme

Country and Duty Station: Ndjamen

Duration and Type of Assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO programme three years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree)

ABOUT WFP

The United Nations World Food Programme (WFP) is a highly prestigious, reputable and the world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters, and the impact of climate change.

We are currently seeking a Junior Professional Officer to fill the position of Supply Chain Officer (Information Management) with our Supply Chain Unit based in Ndjamen/Chad.

CONTEXT AND BACKGROUND

WFP being the lead agency for logistics coordination maintains Logistics working Group support capacity based in the Supply Chain Division of WFP HQ Rome. It is comprised of a diverse, multi-skilled group of humanitarian professionals and is mandated by the Inter-Agency Standing Committee (IASC) to complement and co-ordinate the logistics capabilities of co-operating humanitarian agencies during humanitarian response operations.

At the field level in Chad, logistics services for the humanitarian community—such as storage, road transport, and air transport—are being facilitated by the Logistics Working Group in response to identified needs. The WFP office in Chad has played a pivotal role in coordination over recent years. However, due to the current global funding reductions and ongoing efforts to enhance efficiency in staffing, humanitarian actors are increasingly committed to resource pooling and synergy.

Additionally, the crisis in Sudan necessitates greater activity coordination and optimized logistics capacity utilization, further justifying the need for this JPO position to address inter-agency requirements within Chad's humanitarian operations. The incumbent will be responsible for coordinating inter-agency meetings of the Logistics Working Group and managing information to maximize the use of available resources countrywide. He will also provide logistics support and advocacy to promote a more coordinated and cost-effective operational approach, as well as contribute to emergency preparedness activities within the country.

DUTIES AND RESPONSIBILITIES

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

- Gather information on the overall logistics situation in the crisis area to support the existing Logistics Working Group activities, including comprehensive data on logistics procedures and bottlenecks from the various Logistics participants and other relevant sources.
- Produce Logistics reports in a standardized Logistics format. Key products include: sitreps, snapshots, infographics, meeting minutes, operational overviews, etc.
- Update key logistics procedures, such as Concept of Operations (ConOps) and Standard Operating Procedures (SOPs).
- Update key logistics maps with the support from the Country Office or HQ GIS unit.
- Manage content of Logistics country operations webpage, in close coordination with the Global Logistics Support Cell (GLCSC) in HQ.
- Prepare the agenda for Logistics working group meetings, compile minutes and action points, and ensure timely sharing of meetings minutes with all participants (48 hrs after the meeting).
- Attend relevant humanitarian activities coordination meetings, such as the Information Management Working Group and Access Working Group chaired by OCHA. Represent the Logistics in other inter-agency fora if/when required.
- Standardize and execute quality control of logistics assessments and activity reports.
- Provide WFP's Reports Officer with inputs about Supply Chain & Logistics activities; liaise regularly with other Reports Officers/Information Management Officers in other agencies/NGOs/Clusters.
- Establish, moderate and maintain the Logistics mailing list.
- Establish and maintain internal information sharing mechanisms, documentation formats, assessment formats, central file store, according to GLCSC guidelines and standardization.
- Support the country office with data collection and the development of information management systems and dashboards required for monitoring of programme activities implementation, including food procurement, warehousing, logistics transport networks, and commodity distribution plans.

EXPECTED OUTCOMES

- Logistics Working Group monthly meeting minutes finalized and shared with HQ colleagues 48 hours maximum after the meeting.
- In-country Logistics key information monitored and shared with the stakeholders.
- Monthly reports on activities and guidance documents prepared for the humanitarian actors.
- Advocacy papers to the government or donors are produced when and where required.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- **Master's degree** in supply chain management, data sciences, business administration, engineering, development studies, disaster management/ disaster risk reduction or similar areas.
- Minimum of three years relevant working experience in Supply Chain, information management or similar fields.
- Collaborative spirit able to liaise with a wide range of people at all levels and across different cultures and to act with credibility and diplomacy.
- Good organizational and time management skills with an ability to plan ahead, anticipate requirements, problems and obstacles, and an ability to juggle competing priorities successfully, and to work within tight deadlines.
- Good communication skills.
- Excellent written and analytical skills.
- Basic knowledge of logistics operations and humanitarian reform / concept.
- Sound knowledge of Microsoft Windows, MS Excel, MS Word, MS PowerPoint and other related software.
- Willingness to work in challenging environments / field locations.
- Fluency (level C) in English and French, level B essential, level C preferable.

DESIRABLE REQUIREMENTS

- Exposure to the international arena either by direct work for an international institution/organization or by interacting with international stakeholders.
- Intermediate level of Arabic language.
- WFP's international professionals are required to serve in different 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.

SUPERVISION

The Head of Supply Chain Unit will directly supervise the JPO and provide day to day technical support in line with humanitarian context requirements.

TRAINING COMPONENTS

Data analysis and data visualization, reporting system, Context of Operation/Country brief.

LEARNING ELEMENTS

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

- Very good knowledge of information management in Humanitarian context.
- Good skills reporting and inter-agency meeting coordination
- Familiarity with advocacy and communication to donors.
- Good general understanding of WFP's overall operations and activities in the region of assignment.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2026-2-45 auf dem Bewerbungsbogen**