

VACANCY ANNOUNCEMENT OMPB/PAN/2008/007

Post Title: Office Assistant (Information Technology) GS-3
With part-time Storekeeper responsibilities

Duration: 1 year (renewable)

Duty Station: UNHRD based in Panama

Entry-on-duty: As soon as possible

Accountabilities:

- Receive all the WFP UNHRD cargo
- Report on the quality, quantity of the received cargo and ensure that quantities dispatched as per consignor's documents match with quantities received and endorse documents;
- Maintain clean and pest-free storing conditions;
- Ensure good warehousing practices;
- Supervise the off loading and stacking of the UNHRD cargo, follow up tracking of the cargo in pipeline and report the same to the appropriate personnel;
- Maintain records and/or ensure that records are kept in accordance with the WFP UNHRD procedures;
- Control incoming cargo by such methods as physical counts, random unit checks, rejection of any unacceptable cargo, reconditioning of damaged cargo, etc;
- Sign appropriate transport documents of received and dispatched cargo;
- Deliver goods on request against official and approved UNHRD documentation;
- Keep updated records on stock cards, labels and/or computer inventory lists and WMS;
- Make periodic physical inventory checks;
- Liaise with UNHRD Support Office on matters pertaining to logistics;
- Report on and, in consultation with UNHRD Logistics Officer, take appropriate action for the disposal of spoilt and/or damaged beyond repair cargo;
- Provide overall supervision and training of other storekeepers and casual labour;
- Maintain inventory of material and/or database of information, such as, computer related equipment, communications equipment, website content, training material, etc;
- Maintain logs or archives of information, such as computer related logs, trouble tickets, directories, website publications, registries, data warehouses, reports, etc;
- Assist in the deployment/dissemination of standard material, such as, computer hardware and/or software, applications, programs, directories, telephony, web content, publications, database content, training material, etc;
- Carry out routine tasks for the maintenance of systems and equipment, such as backing-up data, monitoring network and systems, servers and peripherals, running systems diagnostics, patch management and system optimization, removing viruses and bad data, etc;
- Monitor system and application usage such as user access to systems and databases;
- Monitor in-boxes, identifying and forwarding issues to the appropriate person for the resolution of problems;

- Perform routine tasks to maintain web pages, electronic documents, statistical databases, or to maintain Information and Knowledge Management (IKM) applications and procedures or to provide support to IKM users;
- Perform routine tasks to support users of technology and systems, such as audio/videoconferences, meetings, databases, registries, networks, etc;
- Perform other duties as required.

Critical Success Factors:

Ability to handle a large volume of food and non-food items in a well organized manner; ability to maintain accurate and precise records and stores; ability to draft correspondence and to write and spell correctly and to communicate matters clearly and concisely; courtesy, tact and ability to work effectively with people of different national and cultural backgrounds; Ability to handle a large volume of work quickly and accurately under time constraints.

MINIMUM QUALIFICATIONS:

Secondary school education.

Experience:

At least one or two years of progressively responsible support experience including at least one year in the field of transport, administration, accounting, statistics or another related field. At least one year at the G2 level or equivalent. At least two years of progressively responsible job related experience in information technology or telecommunications or information management, such as, WAN/LAN networking, operating systems, telephone services, radio unit, web design, registry or similar. Some experience in client support, such as, a Help Desk or User Support Unit, web design team, telephone maintenance service, e-marketing group, hotline, or similar.

Knowledge:

Experience in utilizing computers including word processing, spreadsheet and other software packages. Knowledge of commonly used office equipment.

Language:

Fluency in both oral and written communication in Spanish and English.

Desirable:

Experience using COMPAS and other WFP software; knowledge of WFP/FAO regulations, rules and policies and procedures in the area of work would be an advantage. Experience in warehouse management, labor management or pest management is an asset.

Qualified candidates who are interested in the above position are invited to submit their application by e-mail, in English, not later than **9 May 2008** to:

Email: odpc.vacancy@wfp.org indicating in the subject: Vacancy Announcement OMPB/PAN/2008/007 Office Assistant (IT)

For further inquiries kindly contact: odpc.vacancy@wfp.org, Tel. 317-3900, Fax.317-3903, Address Gaillard Avenue, Vicente Bonilla Street, Buildings 814-815, Clayton, Ciudad del Saber.

Further information about the post, can be downloaded from <http://www.wfp.org/spanish/?NodeID=6>.