
JOB TITLE:	Information Management – Fleet Operations
TYPE OF CONTRACT:	Volunteer
UNIT/DIVISION:	Supply Chain Unit
DUTY STATION (City, Country):	Addis Ababa, Ethiopia
DURATION:	6 months
REPORTING LINE	Under the Supervision of Head of Fleet

BACKGROUND AND PURPOSE OF THE ASSIGNMENT

Over the last three years, the World Food Programme (WFP) Ethiopia has expanded operations following the outbreak of conflict in northern Ethiopia. As a result, WFP has scaled-up its logistics infrastructure to accommodate increasing humanitarian needs. More than 500 WFP owned fleet trucks are now in country and deployed in convoys in the areas of WFP operations.

Under the overall supervision of the Head of Fleet or his / her delegate, the Volunteer will act in the capacity as information management, collating data, tracking information, monitoring, reporting, etc.

KEY RESPONSIBILITIES

1. Collate relevant information and data from various sources to facilitate and maximize the exchange of information and data flow between Fleet, Logistics, Procurement, etc. to provide operational awareness and understanding of Fleet operations.
2. Draft Fleet input for Country Briefs, Situation Reports, Dashboards, or other corporate reporting as required.
3. Draft weekly and monthly Fleet reports for internal purposes related to performance, challenges, and constraints.
4. Assist in providing technical support on reporting, mapping, evidence generation, data analysis, etc. for fleet operations.
5. Track and monitor all WFP fleet truck movement, flag any issues that may arise with trucks while en route, and raise any observed discrepancies to Head of Fleet.
6. Any other duties.

DELIVERABLES BY THE END OF ASSIGNMENT

- Well established reporting framework for weekly and monthly fleet reports.
- Well established framework for monitoring and tracking truck movement.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:

- Good understanding of analytical skills, data management, mapping, and reporting.

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- Good understanding of information analytics and translating data sets to clear and concise reports.
 - Good understanding of writing and preparing reports and creating presentations.
 - Interest in supply chain operations, including fleet.
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STANDARD MINIMUM QUALIFICATIONS

- Education:**
- Ongoing university degree in Transport Economics, Supply Chain, Logistics, Engineering, Business Management or other related field.
- Languages:**
- Fluency in oral and written communication in English.
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Certified by Hiring Manager ADHAM EFFENDI, Head of Supply Chain - signature:

..... **Date:**

Accepted by Short-term Contract Holder (name & signature):

..... **Date:**