WFP World Food Programme SAVING LIVES CHANGING LIVES

About WFP

The United Nations World Food Programme is the **world's largest humanitarian agency** fighting hunger worldwide and the **2020 Nobel Peace Prize Laureate.** The mission of WFP is tohelp the world achieve Zero Hunger in our lifetimes.

Why join WFP Somalia?

In Somalia, the World Food Programme provides food assistance for nutrition, livelihoods, and relief through the hard work of more than **429 employees** who contribute towards making Somalia hunger free in close partnership with local partners.

Vacancy Announcement No: JR118256

JOB TITLE: LOGISTICS ASSISTANT – CBT

Contract Type/Grade: Fixed Term -G4
Duty Station: Galkayo
Contract Duration: 12 Months (Renewable)
Date of Issue: November 27, 2025 | **Closing Date:** December 10,2025

KEY ACCOUNTABILITIES **(not all-inclusive, within delegated authority)**

- Provide support to Retail and Markets operations and facilitate, directly or indirectly, the effective delivery of cash-based assistance (CBT) to beneficiaries.
- Support overall retailer relationship management (RRM) function including the facilitation of retailer onboarding process, contract renewal, and performance management.
- Prepare and disseminate CBT reports prepared and disseminated to relevant stakeholders.
- Support retailer invoice processing and respond to retailers' queries, assist in the monitoring of retail payments, and provide ad-hoc reports.
- Verify retailer invoices against the appropriate supporting documentation and assist in the completion of retailer performance evaluations.
- Assist in the capacity building and training of retailers in the use of Point-of-Sale machines and contribute to the management of required assets to deliver WFP operations.
- Support retailers in checking their transactions and the correct uploading of reports. Ensure that all transactions sent by retailers have been correctly uploaded in the system and provide feedback to retailers.
- Support on E-commerce and ensure all retailers across the country are registered on the WFP e-shop application.
- Provide support to logistics operations and activities to ensure the effective delivery of food assistance to beneficiaries.
- Support the warehouse team to ensure no discrepancies exist between the physical and systems stocks.
- Maintain filing systems and archives for easy retrieval of information.

- Perform any other related duties as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED

Education: Completion of secondary school education OR University Degree (Diploma/Bachelor) in Logistics, Supply Chain Management, Business Administration, or a related field.

Experience: At least **Five (5) Years** of relevant work experience with secondary school certificate **OR** University Degree (Diploma/Bachelors) with a minimum of **two (2) or more years** of experience in Logistics or Supply Chain.

Languages: Fluent knowledge (proficiency/level C) of English and Somali language.

Knowledge and Skills Required:

- Experience monitoring stock status and inspections
- Experience in supporting warehouse management systems
- Experience in supporting inventory management systems
- Experience in data entry and extracting routine reports
- Handle inventory effectively through corporate systems and ensure loss mitigation.
- Hands on logistics experience in the UN or INGOs is desirable.
- Database management.

This position is open for qualified Somali national candidates only. *Female candidates are highly encouraged to apply. WFP offers female friendly spaces in the workplace.*

Interested and qualified candidates are requested to submit online applications through Workday using the link below:

- **Internal Applicants:** Click here!
- **External Applicants:** Click here!

Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.

WFP seeks applicants of the highest integrity and professionalism who share our humanitarian principles. WFP is an equal opportunity employer, and we are committed to promoting diversity and gender balance.

Selection of candidates is made on a competitive basis.

WFP does not charge any application fees to candidates.

@WFPSomalia