

Job Title: Storekeeper SC4 -Damascus VA002-2017

DEADLINE FOR APPLICATIONS

From 15 January 2017 to 29 January 2017

CONTRACT DURATION AND TYPE

Duration : Six months

Type : Service Contract SC4

ABOUT WFP

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. WFP pursues a vision of the world in which every man, woman and child has access at all times to the food needed for an active and healthy life. The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for

Storekeeper , Based in Damascus.

ORGANIZATIONAL CONTEXT

These jobs are found in WFP warehouses. Job holders report to the Warehouse Management Assistant/Associate or the designate. Job holders are exposed to all phases of the warehouse operations and work with minimum supervision. They 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

1. Effectively receive/dispatch commodities including transshipment (truck to truck) against official approved documentation (e.g. waybills and/or delivery notes) ensuring accuracy in physical count of commodities including the quality in compliance with the established standards.
2. Prepare, verify and sign off warehouse and transport documents, and maintain confidential files and accurate warehouse transaction records to ensure immediate reporting on commodity movements in line with the corporate requirements.
3. Conduct daily warehouse closing reconciliation and accurate inventory checks supporting internal control systems in compliance with the warehouse management requirements.
4. Perform daily inspections and prepare reports on the quantity and quality of the commodities received/dispatched and handled, detect promptly and analyse reasons for stock discrepancies/damages, investigate missing quantity and prepare warehouse loss reports recommending appropriate solutions, to enable informed decision-making.
5. Implement appropriate measures to safeguard food and non-food commodities, to ensure quality control using standard preventive measures in line with WFP established procedures and authorization received from the supervisor.
6. Monitor condition of the warehouse and commodities and take appropriate actions, to support efficient warehouse space-planning and well-organized commodity storage following WFP warehouse standards.
7. Provide guidance and on-the-job training to warehouse staff to contribute to their development and high performance.
8. Perform any other duties as required

Desired Experiences for Entry into the Role

- At least three years of progressively responsible support experience
- Experience using logistics databases to extract routine reports.
- Experience in managing warehouses with food and NFIs.
- Experience in managing inventories.
- Experience in processing invoices.

STANDARD MINIMUM QUALIFICATIONS

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

Language: Fluency in both oral and written communication in English and Arabic.

TERMS AND CONDITIONS

Please upload your CV in English

Only short-listed candidates shall be contacted.

Candidates must get an auto confirmation email once applying

Female candidates are strongly encouraged to apply.

HOW TO APPLY

WFP staff:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=11885&company=C0000168410P&username=>

Internal Candidates :

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=11885&company=C0000168410P&username=>