

Job Title: Storekeeper G4 (Fixed Term) & SC4 (Service Contract) Aleppo VA072/2018

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

From 14 August 2018 to 28 August 2018

CONTRACT TYPE & DURATION

Number of employees required: 2

G4 (Fixed Term). Duration: One year.

SC4 (Service Contract). Duration: Six months.

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 Aleppo.

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.

STANDARD MINIMUM QUALIFICATIONS

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

Language: Fluency in English and Arabic languages.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- **At least three years of progressively responsible relevant 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.

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 candidates:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=87066&company=C0000168410P&username=>

External candidates:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=87066&company=C0000168410P&username=>

Female applicants and qualified applicants from developing countries are especially encouraged to apply

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.