



## VACANCY ANNOUNCEMENT

### VA No. 041/2014 (Re-advertised)

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for the following post:

<b>Issuing Date</b>	22 September 2014	<b>Closing Date</b>	06 October 2014
<b>Post Title</b>	Storekeeper	<b>Duty Station</b>	Qamishly (1 Position)
<b>Contract Type</b>	Service Contract	<b>Grade/Level</b>	SC4
<b>Duration</b>	Six Months	<b>Unit</b>	Logistics

#### Duties and Responsibilities:

Within delegated authority, the Storekeeper will be responsible for the following duties:

##### Commodity accounting:

- Responsible for the management of the WFP warehouses, in line with WFP policies;
- Supervise the offloading and stacking of the commodities, follow up tracking of the commodities in pipeline and report the same to the appropriate personnel;
- Ensure that accurate and complete commodity accounting, reporting and internal control systems are functioning and that all relevant records are maintained;
- Ensure that WFP commodity management standard systems are properly maintained at warehouses;
- Assess the availability of space and prepare stacking/storage plans prior to WFP commodity arrivals in Sub Offices;
- Maintain records and/or ensure that assistants assigned to the various stores keep records of the food stuff offloaded/loaded at warehouses, adhering to the WFP Commodity Tracking Systems;
- Control incoming goods both food and non-food commodities by such methods as physical counts, random weight checks, rejection of any spoiled commodity, reconditioning of underweight bags, etc.;

##### Commodity Management:

- Carry out regular commodity physical random check/inventory of the warehouse;
- Prepare the necessary process for commodity disposal
- Produce regular stocks reports and daily stocks position
- Prepare loading plans and ensure that WFP standard Commodity Tracking documentation are duly filled;

**Stock Control & Documentation:**

- Participate in weekly, monthly and annual physical inventory of commodities;
- Report on the quality, quantity of the received commodities and ensure that quantities dispatched as per consignor's documents match with quantities received and endorse WFP standard commodity tracking documents;
- Ensure that daily COMPAS stock counting is reconciled against the physical.

**Quality Control:**

- Maintain clean and pest-free storing conditions in Sub offices warehouses,
- Provide overall supervision and training of other Storekeepers/ Storekeepers Assistant and casual labour at Sub Offices;

**Qualifications:**

**Education:** Secondary school education.

**Experience:** At least three 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 G3 level or equivalent.

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

**Knowledge:** Experience in utilizing computers including word processing, spreadsheet and other software packages.

**HOW TO APPLY**

**Applications must be submitted online**

**Application procedures:**

- Go to: <http://i-recruitment.wfp.org/vacancies/14-0015602>
- Step 1: [Create your online CV](#)
- Step 2: Click on "[Description](#)" to read the position requirements and "[Apply](#)" to submit your application

**NOTE: You must complete Step 2 in order for your application to be considered for this vacancy**

Only short-listed candidates shall be contacted.

**Female candidates are strongly encouraged to apply.**