

Job Title: Storekeeper (SC4) Tartous VA014/2020

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 20 February 2020 to 5 March 2020

CONTRACT TYPE & DURATION

Type: Service contract.

Duration: Six months

Number of required employees: 4

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.

8. Any other related task.

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 in any of the following fields:

Experience using logistics databases to extract routine reports.

Experience in managing warehouses with food and NFIs.

Experience in managing inventories.

Experience in processing invoices.

KNOWLEDGE & SKILLS

Good data analytical skills, and good communication skills.

TERMS AND CONDITIONS

- Please upload your professional CV in English in **PDF format** making sure to include the following in terms of "Experience":
 - **Company/Organization name and scope of work of the organization**
 - **Exact Position Title**
 - **Contract type:** *part-time, full-time, volunteer, consultant, or freelancer*
 - **Start and End date of Employment for each position:** *From (dd/mm/yyyy) to (dd/mm/yyyy)*
 - **Responsibilities:** *To mention the main responsibilities that highlight your gained skills and experience*
- A proof of your experience will be required in the final stage of recruitment.
- *Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted.*
- *Candidates must get an auto confirmation email once application is submitted.*

HOW TO APPLY

If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar

Internal candidates:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=117181&company=C0000168410P&username=>

External candidates:

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=117181&company=C0000168410P&username=>

As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity,

Females and Individuals with Special Needs are strongly 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.