



For a world without hunger

Job Vacancy Storekeeper

Job Title:	Storekeepers (2 Positions)
Organization profile	<p>Welthungerhilfe Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent, the organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Inclusive Food Systems and Nutrition Security, Infrastructure, Health System Strengthening and WASH.</p>
Duration	Up to 31 st December 2022, with a possibility of extension depending on performance and availability of funds
Location:	Jaytoken PHC2, River Gee County & Kwitatuzon PHC2, Sinoe County
Objective of the Position:	<p>The aims of the position are to ensure the smooth functioning of the storage facilities. Duties with own area of responsibility:</p> <ul style="list-style-type: none">• Arrange and organize the store and maintain it properly.• Register goods and delivery on time and keep database of supplies up to date.• Ensure that the documentation is kept safe.• Ensure that all materials are kept in the right order.• Provide and update information on the storage (Stock lists, delivery receipts, etc.) <p>Ensure that the fumigation and deratisation schedules are adhered to (inform the management about necessary measures)</p>
Responsible to:	Administrative-Head of Project, Technical-Logistics Officer (Warehouse)
Responsible for:	None
Duties and Responsibilities:	<p>The Storekeeper will have the below listed specific responsibilities:</p> <ul style="list-style-type: none">• Maintaining and keeping track of receipts, records, and withdrawals of the stockroom• Receiving, unloading, and shelving supplies• Executing other stock-related duties which may include returning, packing, and labeling supplies.• Examining and reviewing deliveries for discrepancies and damages and reporting to Site supervisor and Senior Logistics Officer for reimbursements and record keeping

	<ul style="list-style-type: none"> • Cleaning construction equipment and testing them to ensure functionality. • Overseeing and/or exercising general control over all the tools and activities of the store • Inspecting the construction site and ensuring that all tools and/or equipment are complete and in good shape. • Answering questions regarding procedures and resolving issues that may arise on receipts, deliveries, warranties, repairs, and surplus supply. • Ensure that goods are stored correctly (mixing goods, pallets, stacking, etc.) • Ensure only authorized personnel are allowed into the warehouse. • Ensure stores, pallets and tools are clean and in good condition. • Ensure the asset register for stock is up to date. • Ensure key holders are nominated and key security rules in place. • Ensure there is an official stamp and signature list in use and secure. • To check expiry dates of stock. • Safeguards stores operations and contents by establishing and monitoring security procedures and protocols. • Controls inventory levels by conducting physical counts; reconciling with data storage system. • Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement. • Analyze all tools that will help to identify any abnormalities in terms of staff workload, inventory levels. • Provide timely and accurate input for warehouse and Assets Monthly Reports to Senior Logistics Officer and Project Administrator. • Support and contribute towards the adherence to the Welthungerhilfe Liberia MEAL framework and Core Humanitarian Standards, so that all projects ensure accountability, quality, effectiveness, appropriateness, knowledge sharing, and learning across the organization <p>Others:</p> <ul style="list-style-type: none"> • Perform other tasks as required by line manager. <p>A high degree of flexibility on the part of all staff is expected in order to respond to the ever-involving situation.</p>
Education	<p>High School Diploma Computer Knowledge A vocational training, vocational school, on-the-job training, or relevant professional experience</p>
Professional Experience	<p>A minimum of 2 to 3 years of professional experience in warehousing and general logistics, preferable working with INGO/NGO with specific experience in construction</p>

	of varied structures (health care infrastructures, roads, culverts, drainages, bridges, markets, wells, latrines etc).
Language Skills	Excellent command of spoken and written English
Personal Skills	<ul style="list-style-type: none"> • Good knowledge of Microsoft Office, especially: Word, Excel, Power Point and internet applications. • Good working knowledge and communication skills • Able to take and follow instructions and pay attention to details. • Able to take initiative and proactive. • Flexible and able to work in very difficult terrain and environment. • Organized and systematic. • Able to build capacity of others.
Application Process	<p>Please send application package; <u>one-page Motivation LETTER and a maximum of 2 pages CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to:</p> <p>Recruitment.Liberia@welthungerhilfe.de</p> <p>Subject Line: Application for the position of 2128- Storekeeper Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
Closing Date	January 24, 2022