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| **Storekeeper**  |
| **THEME/PROGRAMME:** Emergency Nutrition Response. | **LOCATION:** Afar region (Afambo)  |
| **GRADE**: 5 | **POST TYPE:** National |
| **Child Safeguarding:** Level 3:  the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| In coordination with field office admin officer and Woreda CMAM officer, the role holder is expected to facilitate acquisition of temporary warehouse, initiate CMAM commodities request, inspect and receive incoming stock, manage stock flow, insure safety and security of stock, document and report stock transaction per SCI logistics and donor requirements. The position holder is responsible To manage Woreda based SCI Emergency nutrition project temporary warehouse by insuring CMAM commodities and supplies storage, movement control, accounting, reporting and warehouse administration functions |
| **SCOPE OF ROLE: Store Keeper (one)-****Reports to: Field office admin officer/TIMS focal person** **Dimensions:** Save the Children works in Ethiopia with a current staff complement of approximately 2500 staff and current expenditure of approximately $100+ million each year.**Staff directly reporting to this post: None.** |
| In line with SCI’s dual mandate, these key areas of accountability apply to Save the Children in Ethiopia’s work in emergencies (acute and chronic) and in development settings.  |
| **KEY AREAS OF ACCOUNTABILITY:** * Facilitate acquisition of safe and acceptable temporary Woreda Warehouse building for CMAM commodities
* Initiate requisition of CMAM commodities together with CMAM team
* Organize records and facilities of the warehouse per SCI standard
* Receive incoming consignment/GIK per SCI procedure
* Check and Dispatch supplies when approved stock release submitted
* Reconcile dispatch way bill with commodity distribution list on each site
* Log and update all stocks information on appropriate registers, stock cards, bin cards
* Conduct regular physical check on stock/GIK safety and security
* Conduct regular physical count of stocks /GIK per SCI schedule
* Document and immediately report stock damage, theft/loss , expiry, contamination related incidents
* Insure cleanliness and proper organization of stocks, files, warehouse accessory tools, safety equipment’s
* Develop and submit regular warehouse and inventory reports to line manager
* In Coordination with CMAM team, prevent pipeline breakage, ration card fraud, RUSF/RUTF misuse/wastage and supply leakage at various supply chain interfaces
* Manage performance of temporary warehouse security guard and cleaner
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| QUALIFICATIONS AND EXPERIENCE:* Diploma or above from accredited University/college in accounting or logistics/supply chain related field with two or more year experience with similar role
* Some level of skill/Familiarity with SCI logistic system/TIMS would be an asset
* Experience on nutritional commodities and warehouse management
* Familiarity with GIK/WFP TSFP commodity management and reporting
* Good understanding of Afar community culture, communication and business practice
* To be considered for the post; **local language is Mandatory**.
* Good knowledge and understanding of basic accounting principles
* Good knowledge on inventory management and supply chain systems
* Strong interpersonal skill and customer handling
* commendable skills in Computer application like spreadsheet/MS excel, and accounting software’s/tools
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| **Date of issue Author :**  |