|  |  |
| --- | --- |
| **TITLE: Store Keeper** | |
| **TEAM/PROGRAMME:** Operations / Supply Chain | **LOCATION: Kumo FO, Nuba Mountains, Sudan** |
| **GRADE**: 5 | **CONTRACT LENGTH:**  6 months |
| **CHILD SAFEGUARDING:**  **Level 3:**  the post 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  Under the direct supervision of the supply chain officer and dotted line management with the country supply chain manager, the role is to understand the whole warehouse system process in SCIS, so he/she can effectively work and coordinate with all supply chain functions for the office in state by working towards the ensuring the right products are stored & delivered to the right location on time. He/she will be responsible in stock controls, warehousing, and monitoring of the flow of goods.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | |
| **SCOPE OF ROLE:**  **Reports to:**  **Direct: -**  Supply Chain Officer  **Technical: -**  Country Supply Chain Manager  **Staff reporting to this post:**  **Direct:** None.  **Budget Responsibilities:** None  **Role Dimensions**: Save the Children International in Sudan is working across Sudan e.g. Sinnar state, South, West and North Kordofan, North, West & Central Darfur States, Blue Nile State and the Red Sea State in Sudan. Our thematic coverage includes child rights governance, child protection, education, health, nutrition, WASH, livelihoods, and humanitarian emergencies. We maintain diversified sources of funding including SIDA, OFDA, DFATD, GSK, EC/ECHO etc.  This is a challenging role in a complex environment. It requires a dedicated, experienced and highly motivated individual who can manage the difficulties of living and working in such an environment and still be fundamental in helping to drive forward our programmes and our ambitions. | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Warehousing Management all with close coordination with supply chain Officer/ Country Supply Chain Manager:**   * Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations. * *Good Receipt Note (GRN):* Responsible of the preparation of Good & supplies receipts notes. * *Reporting:* responsible for reporting on stock status and consumption tracking of all goods, supplies and items in the entire store in state. * *Ensure of no issuing or shipping from the stress unless has all required documents and approvals.* * Follow up on documentation of after-hours issues ensuring it is in accordance with established SCI internal controls and procedures. * *Gate Pass:* prepare gate pass to be approved for all items leaving the Office premise, and ensure adherence by all. * *TIM:* Attain TIM training and further work on data provision for TIM warehouse Report**.** * Maintain receipts, records, and withdrawals of the stockroom * Receive, unload, and shelve supplies * Perform other stock-related duties, including returning, packing, pricing, and labeling supplies * Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping * Rotate stock and coordinate the disposal of surpluses * Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control * Coordinate the handling of freight, the movement of equipment, and necessary minor repairs * Responsible for storage of both food & beverage and operational stock. * Responsible for the day to day check on the storage facilities of upkeep and hygiene. * Make sure the warehouse condition is fitting the stored items standards and have all necessary tools and equipment in the stores. * Adhere to SCI all Health and Safety procedures particularly relating to food and beverage items.   **Fleet/ shipment Management:**  Under the direct supervision of the Supply Chain Officer to;   * *Dispatch and transportation of goods & supplies:* Perform the tasks for transportation from state/ store of purchased/acquired Goods & supplies. Responsible for preparation of the required detailed waybills. Follow up the loading processes and the communications with transporters and the point of delivery, until the receipt of GRN and/or authenticated waybill(s). * *Contribute to the selection of best trucks to transport the goods and management of the shipping operation.*   **Asset and inventory Management**   * Under the direct supervision of the Supply Chain Officer or the country supply chain manager to work on performing the Periodical Physical Asset inventory and, * Prepare the updates for the inventory assets register (including tagging and receiving assets disposal forms).   **Procurement and Facilities Tasks**   * Under the direct supervision of the Supply Chain Officer and the country supply chain manager to perform dispensing/clearing of requested (petty cash(advance) ) for any required logistics work. (Such as advance/instantly paid fees with Traffic Authorities, Casual labor for loading/offloading …etc.) * With the supply chain officer supervision to contribute to the stores procurement by raising/ submitting the purchase request. * Work closely with Procurement to order and receive items and equipment. * Troubleshoot any vendor delivery issues and oversee/follow up on the return process.   **Child Safeguarding**   * Act as an ambassador for child safeguarding in both professional and personal life. Never abuse position of trust and authority. * Keeping children, we work with safe from deliberate harm/risk or inadvertent harm/risk. This is a top organizational and personal commitment, and the standards of behavior towards children expected by the organization should reflect both in your personal and professional life. * Behave towards children in a way, which reflects the Code of Conduct, CSG Code of Conduct and Child Safeguarding Policy. * Report any CSG issues or concerns in a timely way according to the Country reporting system and procedures. (At least two reports per year). Ask if unclear on anything to do with child safeguarding, such as which concerns should be reported, how to report concerns and how to respond to them. | |
| **BEHAVIOURS (Values in Practice**)  **Accountability (Essential):**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Collaboration(Essential):**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to.   **Creativity(Essential):**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks.   **Integrity(Essential):**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity   **Ambition(Desirable):**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale. | |
| **QUALIFICATIONS**   * Bachelor Degree in Administrative Sciences. | |
| **EXPERIENCE AND SKILLS**   * 1 to 2 years, proven experience in administrating Supply Chain functions: - Warehousing, Fleet, Procurement and Asset Management, * Knowledge of proper bookkeeping and inventory management * Analytical mind with ability to make accurate mathematical computations | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding**  Save the Children is committed to ensuring that all children who have contact with the organization are safeguarded to the maximum possible extent from child abuse and sexual exploitation. This commitment is implemented through the organization’s Child Safeguarding Policy, which includes mandatory requirements that apply to everyone in all aspects of Save the Children’s work. It applies equally to all children irrespective of their gender, disability, ethnicity, sexuality, marital status or religion. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |
| **JD written by:** Mohamed Osman | **Date:** 20/09/2021 |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |
| **Name of Supervisor: Sign:**  **Date:** | |
| I confirm that I have read and understood all the above and by my signature hereto, I accept to abide by these terms and conditions.  **Name of Employee: Sign:**  **Date:** | |