



Vacancy Announcement

Organizational Overview	<p>Somali Relief and Development Action (SRDA) is a vibrant growing national organization that is committed to helping disasters and conflict affected communities to prepare, recover and adopt crisis situation. Our programs are design to respond to the need to the communities when they need most. Led by experience and committed staff, our programs cover wide range of sectors that include Emergency Response, WASH, Food Security and Livelihoods, Protection and Governance. With Programs in Somaliland, Punt land and South Central Somalia, our approach to is to design durable, sustainable and long lasting solution to problems affecting the communities we works with.</p> <p>With funding from the United Nations Children Agency (UNICEF), SRDA is responding to the current drought in Somalia by implementing a 2 year’s Integrated Management of Acute Malnutrition (IMAM) in Luuq district of Gedo region. The project is providing basic health and nutrition support to children under 5 and pregnant and lactating women from Luuq district through fixed and mobile OTP units who will be administrating severe and moderate malnutrition</p>
Position Summary	<p>The Storekeeper will ensure smooth operations of SRDA warehouses and manage the receipt, dispatch and inventory keeping of all goods that entered into the storage facilities. In line with SRDA Asset Management Policy procedures the Store Officer ensures that all inventories will be accounted for in accordance with policy and in compliance with the UNICEF requirement. Under the leadership of the Logistic Manager, the incumbent will Support the project team in the delivery of goods to the intended beneficiaries in order to provide reliable and compliant support to program activities in order to achieve efficient service to program beneficiaries.</p>
Position (2)	Storekeeper
Duty Station	Luuq district, Gedo region Somalia
Report to	Logistics Officer
Main Responsibilities	<ul style="list-style-type: none"> ○ Receipt and storage of supplies and commodities ○ Request and inventory management ○ Stock Management and administration ○ Weekly reporting on the movement of goods ○ Ensure that the equipment and supplies required for smooth and safe operation of the store (weighing scales, sampling spears, moisture meters, stitching machines, fire extinguishers, spare bags, threads, stationery, etc.) are in place. ○ Ensure the timely delivery of supplies to respective Projects with the coordination of procurement, transport, security departments and rental transportation services. ○ Has a full understanding of SRDA warehouse policies and formats. Assists, as needed in training staff on these policies and forms; ○ Maintain the inventory and prepare the reports on a daily bases; ○ Travel to field sites to receive and inspect goods delivered directly to the field; ○ All other activities to ensure the smooth warehouse operation; ○ Interacts with suppliers in the receiving and inspection of goods – issues GRNs.

Headquarters:

Hilaac village Ex Amref Camp Luuq district Gedo Region Somalia

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	<ul style="list-style-type: none"> ○ Receive the goods as per the description on the purchase order/request. Inspects goods upon delivery and rejects inadequate, broken, lower quality and other items not meeting the requirements of the order; ○ Dispatch goods from the warehouse using appropriate SRDA procedures, Store Release forms, Waybills and update Stock Records. ○ Prepare report of monthly stocks, end of grant stocks, fiscal year physical counts and other physical counts, as instructed by supervisor. ○ The incumbent will ensure that the store is opened, locked and sealed by the delegated security guards. ○ Ensure that porters are available in optimum number for loading, off-loading, reconstitution, re-bagging and re-stacking operations. ○ Prepare and verify 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. ○ Carry out daily inspections and prepare reports on the quantity and quality of the commodities received/dispatched and handled, and refer to the supervisor for appropriate action.
<p>Qualifications, Experience and Requirements:</p>	<ul style="list-style-type: none"> ○ Desirable secondary education and warehouse management related studies. ○ At least 2 years' experience in a similar position. Previous MSF experience is an advantage. ○ Strong interpersonal skills, strong initiative, able to handle complex assignments with proactive attitude ○ Organized, autonomous and attentive to details ○ Punctual, reliable and flexible to work long hours when required ○ Computer literacy with practical use of MS-Office applications an advantage ○ Somali language in an added advantage ○ Demonstrated knowledge of UNICEF programming and experience managing nutrition and health programs compliant with donor such as USAID, DFID, ECHO, EC regulations will be an asset; ○ Proven program leadership, management, project planning, organizational, interpersonal, communication, and security management skills; ○ Previous working experience in the chronic/forgotten crisis environment desirable; <p>Having Knowledge and Experience in the local context or being a former SRDA employee is an added advantage</p>
<p>How to Apply:</p>	<p>Applicants should submit their Application Letter, updated CV with complete contact details of applicant & 3 professional referees in a sealed envelope indicating “ Storekeeper ” to: HR Manager, at SRDA Office in Dolow, and Luuq districts, Or email to: recruitment@srdaorganization.org</p> <p>DEADLINE for ALL APPLICATIONS: 14 January 2017 before 6:00 PM local time.</p> <p>Only short-listed candidates will be invited for interview. Female candidate are highly encouraged to apply</p> <p>SRDA is an equal opportunity employer</p>

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