



Position: Store Keeper (1 Position)
Location: Mogadishu, Somalia
Reports to: Senior Operations Officer
Working hours: 8 hours per day for 5 days
Background: Relief International (RI) is a leading non-profit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.
Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

JOB DESCRIPTION OF STOR KEEPER

Ensuring the management of the base's stocks:

- Guarantee that the procedures and instructions of stock management are followed;
- Ensure follow-up of stocks and pay particular attention to use-by dates of food and medicine;
- Draw up a monthly inventory and write an inventory report;
- Keep all documents related to stock management up to date. (Stock cards, bin cards....)
- Assist in equipment and stock inventory when needed
- Assist in purchasing the goods.

Ensuring that the stores are hygienic and clean:

- Check daily that the store is clean and is regularly disinfected and ventilated;
- Check the temperature and humidity of the store;
- Check the sanitary conditions of new products (absence of parasites);
- Remove infected products and inform the manager

Managing deliveries to technical department, cargos and shipments:

- Complete the various documents for deliveries in or out;
- Ensure correct preparation of deliveries to departments;
- Do or supervise the preparation and loading/unloading of products and equipment.

Checking the quality of the Goods to be stocked:

- Examine the deliveries: quantity, quality, documentation;
- Check the sanitary conditions of the products entering;
- Report any problem with the quality

Supervising daily or temporary workers:

- Supervise the work carried out by the casuals or loaders
- To supervise the store/warehouse guards.

Other

1. Undertake any other duties that may be requested by the Senior Operation officer; and
2. Liaise with Senior Operation officer with regard to system requirements and operability.

HOW TO APPLY:

Applications should include a CV and a cover letter and should be submitted only by email to hrosomalia@ri.org.

Please indicate the title and location in the subject line when applying, “Store **Keeper – Mogadishu**”.

RI is an equal opportunity employer and female candidates are highly encouraged to apply.

Deadline: 15th Sept 2017 by 11:00 AM

Only shortlisted applicants will be contacted.