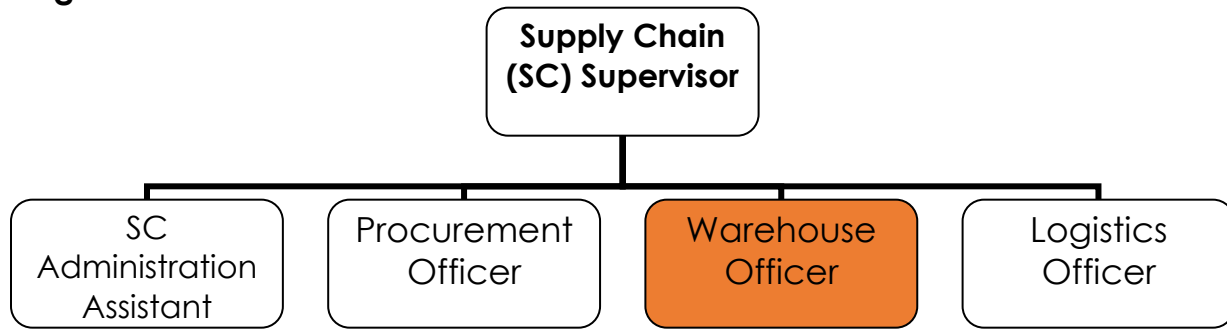


CARE SC Hub – Gaza Response

POSITION DESCRIPTION

Organogram



Position title: Warehouse Officer

CARE USA Core Values Commitment:

The core Values Commitment describes who we are, what we do, and how we do it. It reflects our core values of LEARNING, INTEGRITY, DIVERSITY, EQUALITY, and EXCELLENCE, which serve as a foundation for all what we do. The core Values Commitment articulates our shared expectations of each other including our board, staff, volunteers, interns, partners, and contractors globally.

Project summary:

The Supply Chain hub has been established to support the emergency response to the conflict escalation in Gaza strip. The main purpose of this project is to lead and facilitate provision of life saving assistance to those affected by conflict. The Supply Chain Hub hosted by CARE Egypt will be responsible for procurement and transport of humanitarian goods to support CARE Palestine's Gaza Crisis, in line with CARE's WBG Response Plan. All procurement passing through the supply chain hub will be in line with the CARE Gaza Response Plan and various donor and CARE Policy compliance. Prioritization of items will be based on current humanitarian needs, and shipment and procurement will be approved by the Emergency Response Director. CARE Palestine and CARE Egypt will ensure close coordination and collaboration throughout the procurement, warehousing, and transport process in consultation with the relevant stakeholders such as the Egyptian Red Crescent (ERC), UN OCHA, LogCluster, etc.

Role Profile:

The purpose of the warehouse officer position is to receive, record, store and issue goods against documents. She/he maintains records of all incoming and outgoing goods in bin cards. Requests for the purchase of items, when they reach reorder point. She/he also files properly all documents such as purchase requisitions, purchase orders, store receiving and issue voucher, suppliers packing lists or delivery order and waybills.

Responsibilities and tasks:

1. Requesting, Receiving and Stocking:

- Establishes the maximum and minimum stock level for each stock item as required.
- Requests the purchase of materials when they are below the minimum stock level.
- Undertakes appropriate inspection, counting, weighing of materials, supplies, commodities, etc. received through purchase or Donation in-kind (DIK).
- Receives goods against official Goods Receiving Note (GRN).
- Checks goods against purchase orders, suppliers' invoices and or packing lists, and ensures that the goods are in good condition before receiving them.
- Whenever there are missing, damaged, broken, or spoiled items, reports immediately to the SC Supervisor, and writes the condition on the relevant goods receiving note.
- Keeps under his/her custody all materials, supplies, spare parts, commodities, fixed assets, etc. of the organization.
- Ensure proper documentation and handling for humanitarian relief supplies in transit/partners warehouses.

2. Issuing:

- Issues materials, supplies, commodities, etc. to requisitioning departments/units upon receipt of duly signed store material requisition.
- Dispatches all items/commodities against official Store Issue Voucher.

3. Store Management:

- Designs appropriate storage arrangements in the stores for efficient utilization of the available space, and to allow easy movement of people in the store.
- Gives identification labels to shelves or racks. Sorts out all goods received by types and according to their classifications, and stores them, allocating available space of the store economically and diligently, reduces holding goods and minimizes material damages.
- Ensures the security of materials in the store against damage, theft, deterioration, pilferage, hazards, such as dirt, fire, rainwater, etc. and makes sure that necessary protective equipment and chemicals are provided for, and the store is kept neat and clean.
- Identifies and reports slow moving dead or obsolete inventory items proactively.
- Takes physical inventory count annually and during the year at regular intervals to ensure that physical inventory and bin card balances always tally.
- Supervise loading, unloading of items/commodities and performance of laborers.
- Escalate any warehouse management and related challenges to the SC supervisor.
- Ensure to keep a place for everything and everything in its place consistently.

4. Recoding, Reporting and Documentation:

- Records all incoming and outgoing goods in bin cards. Hard board Bin cards are to be stuck or hung on the shelves to facilitate identification and inventory counting.
- Files properly all documents such as purchase requisitions, purchase orders, store receiving and issue voucher, suppliers packing lists, delivery order and waybills.
- Periodically check records against stocks held and submits report.
- Maintains an accurate record of all-stock movements and current balances.

5. Performs other incidental duties as assigned.

QUALIFICATIONS (KNOW HOW)

A) EDUCATION/TRAINING

Required:

- Diploma in supplies Management.

Desired:

- Warehouse management related professional training/certification.

B) EXPERIENCE:

Required:

- 3-4 years of relevant work experience.
- Experience of warehouse management in complex settings (emergency response)

Desired:

- Basic knowledge of ERM software (PeopleSoft, SAP, etc).

C) TECHNICAL SKILLS

Required:

- Warehouse management skills.
- Team player
- Acceptable skills in computer applications (Outlook, MS Office, excel)
- Firm belief in teamwork, gender equality, sensitivity to HIV/AIDS and participatory approach.

D) COMPETENCIES

Respect, accountability, courage, excellence, building partnership, developing teams, contributing to team success, stress tolerance, facilitating change, planning, and organizing, managing performance for success, adaptability.

V. CONTACTS/KEY RELATIONSHIPS:

The Warehouse officer is required to work closely with the immediate supervisor and collaborate with the SC Hub team as well as CARE Palestine and CARE Egypt team to ensure smooth flow of Warehouse operations.

Internal

- SC hub team, CARE Egypt team,
- CARE Palestine Emergency Response team

External

- Suppliers
- Local Government agencies
- Other organizations (Peer INGOs, UN agencies, partners)

VI. WORKING CONDITIONS AND LEVEL OF TRAVEL REQUIRED.

The position will be based in the field within Egypt.

Incumbent's Signature: _____ **Date:** _____

Immediate Supervisor's Signature: _____ **Date:** _____

Next Level Supervisor Signature: _____ **Date:** _____