

**Job Title: Warehouse Keeper**

**Starting Date: 13 June 2023**

**Deadline: 21 June, 2023**

**Duty Station: Hajja or Hodeida**

### ***About VHI***

"Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at [www.vision-hope.org](http://www.vision-hope.org)."

### ***Job Description***

The Warehouse Keeper has sufficient experience in warehouses and the stock, under the direct supervision of the Health/Nutrition specialist, the warehouse storekeeper will work of the correct storage of easy exchange or addition the stock to save time and effort and save all documents and daily record. .

### ***Duties & responsibilities:***

**The Warehouse Keeper will be responsible for:**

- Track/monitor movement of nutrition supplies being transported to the warehouse and keep both logistic and nutrition team posted.
- Receive all Medicines, supplies and nutrition commodities at the warehouse by counterchecking the delivered all Medicines, supplies and commodities against the delivery notes, waybills, inspect the quality of the delivered supplies and send all the required reports to the line supervisor (Daily Stock Movement Report, In-kind Donations, Tally Sheet and waybills).
- Constantly check the storage conditions of the warehouse and detect any infestation and send all inspections & cleaning reports.

- Maintain accurate stock records by use of available stock cards and ensure proper filling of goods delivery notes / good receive notes and another warehouse related documents.
- Conduct periodic physical inventory (weekly) and keep both hard and soft copy records well updated
- Work with field nutrition team and line supervisor to provide monthly stock balances both at warehouse and at all the targeted health facilities.
- Maintain general cleanliness of the warehouse especially before receiving nutrition supplies and after dispatching the supplies from the warehouse.
- Ensure regular dusting of the warehouse is done when having Medicines, supplies and nutrition commodities in stacked and keep the warehouse in an organized manner always with proper stacking.
- Conduct regular visits to the targeted health facilities to ensure the supplies are well stored and records are kept up-to date and capacity building health care workers on the same.
- Regular interaction with Warehouse Security Guard to ensure safety of all Medicines, supplies and nutrition commodities
- Comply with RDP policies and procedures with respect to code of conduct, child protection, equal opportunities, security and safety, and other relevant policies and procedures.
- Commit to the humanitarian principles of strict neutrality, religious and political impartiality and non-discrimination.
- Perform any other related tasks as required.

### ***QUALIFICATIONS AND SKILLS:***

- A high school graduate with training in store maintenance and store accounting or other related fields
- Minimum of one year experience in managing nutrition supplies (receiving, documenting, dispatching)
- Experience in record keeping, managing warehouses with food and NFIs, managing inventories, processing invoices and Community Based Management of Acute Malnutrition (CMAM) project activities

- Proficient in computer applications (MS Word, MS Excel) knowledge of warehouse software is an asset.
- Fluent in Arabic (written and spoken) and acceptable English basics.

***Additional job responsibilities:***

- Joining date: As soon as possible.
- 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.

***Additional Considerations:***

- The Project Officer must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

***How to Apply***

- Please Use this link to apply for the position: [Click Here](#)  
or link here : <https://forms.office.com/r/YzYaUbuCLT>
- **Note: Only filled forms in the link above will be considered as candidates.**
- CV, Cover letter, a copy of the university degree, Experience certificates send them via email to: [Recruitment.Yemen@vision-hope.net](mailto:Recruitment.Yemen@vision-hope.net)
- Please write the job title and location in the Subject Field of your email as **Warehouse Keeper**
- Only short-listed candidates will be contacted.
- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.

