

**Job Title: Warehouse Keeper**

**Starting Date: 31 Oct 2023**

**Deadline: 8 Nov, 2023**

**Duty Station: Mahweet**

### ***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 stock, under the direct supervision of the Logistic Assistant of the project, the warehouse storekeeper will work of the correct storage of easy exchange or addition of the stock to save time and effort and save all documents and daily records. .

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

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

1. Manage all logistics and procurements of project procedures.
2. Manage and supervise the project warehouse process through following up and supervising the below:
  - A. Warehouse rent
  - B. Warehouse movement (inflow – outflow – condition materials, expiration date etc.).
  - C. Warehouse employees (storekeeper responsible, for arranging security guard and ensuring warehouse guard takes actions for security and safety of warehouse)
  - D. Warehouse condition (Inspections, cleaning, storage standards, ventilation, Handling, Stacking, reporting problems, etc.)
  - E. Warehouse security (security, safety tools, access, inspections, movements)
  - F. Warehouse Register and Documentation)
  - G. Follow up on project supplies and transporters.

- H. Preparing project logistic plans (required materials, delivery plan, distribution plan, monthly report).
  - I. Warehouse Inventory.
  - J. Preparing monthly clearances. (rent, employees, casual labor's)
  - K. Save and archive all warehouse documents and update warehouse movement.
3. Manage and supervise the project vehicle, following up and organizing and controlling the movement of vehicles, through following up:
- A. Vehicle readiness
  - B. Obliging and monitoring the driver to drive according to security and safety rules.
  - C. Ensuring security and safety procedures before any movement
  - D. Preparing visit plans and reviewing the vehicle's daily and monthly movement
  - E. Preparing monthly clearances.
  - F. Save and archive all movement documents (contracts - daily service request - monthly movement - monthly clearances - movement file).
4. Manage and supervise the project procurement procedures through: -
- A. Preparing all procurement documents contracts and agreements.
  - B. Follow up on the procurement procedures.
  - C. Updating the procurements files.
  - D. Save and archive all procurements documents.
5. Follow up Donor and VHI communication means.
6. Any tasks assigned by the line manager.

### **Skills and Qualification**

- Tertiary qualification in a relevant development studies or social sciences discipline, or equivalent commensurate experience of at least 2 years
- Experience with dealing with different actors in the field
- Commitment to deadlines
- Able to use a computer, with word-processing, Excel, and (Microsoft Office App)
- Strong skills in written and spoken English
- Demonstrate technical Ability to travel across different areas in project locations in Al-khabt district to be able to follow up project activities
- Experience in procurement and logistic departments
- Has the ability to work in the Field due to most days of this job will be in the field

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

- A high school graduate with training in store maintenance and store accounting or other related fields
- Experience in record keeping, managing warehouses
- 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 Warehouse 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.