

**Job Title: Warehouse Keeper(3)**  
**Starting Date: 20/01/2024**  
**Deadline: 25/01/2024**  
**Duty Station: Hajja and Raymah**  
**Status: Full-Time**  
**Project: Resilience and livelihood Project**

### **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. We aim 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)."

### **Responsibilities**

- Receiving, Dispatch and Distribute materials according to the distribution plans.
- Maintaining storage conditions, cleanliness of the store, and keeping the stock free of pests, and preventing any possible risks that might cause damage to stock.
- Participate in determining the administration's need for warehouse materials and equipment.
- Receiving materials, equipment, devices and all warehouse supplies.
- Monitor and check items, and the correct count, weight and size in accordance with the established standards and transportation documents in coordination, and send reports accordingly to line Manager.
- Verifying the movement of items in the item cards based on supporting documents and saving copies of the documents.
- Providing security and safety means in warehouses.
- Maintaining inventory and working to protect it from damage and loss.
- Organizing transportation operations and preparing appropriate means for the purpose of distribution according to the specified dates.
- Conduct a continuous inventory at the end of each Distribution process.
- Organizing periodic lists of item movement and providing all warehouse data and statistics upon request.
- Any other tasks assigned to him in his field of specialization.

### **المهام والمسؤوليات :**

1. استلام وإرسال وتوزيع المواد وفقا لخطط التوزيع.

2. الحفاظ على شروط التخزين ونظافة المخزن وإبقاء المخزون خالياً من الآفات ومنع أي مخاطر محتملة قد تؤدي إلى تلف المخزون.
3. المشاركة في تحديد حاجة الإدارة من مواد ومعدات المستودعات.
4. استلام المواد والمعدات والأجهزة وجميع مستلزمات المستودعات.
5. مراقبة وفحص العناصر والعدد والوزن والحجم الصحيح وفقاً للمعايير المعمول بها ووثائق النقل بالتنسيق، وإرسال التقارير وفقاً لذلك إلى المدير المباشر.
6. التحقق من حركة الأصناف في بطاقات الأصناف بناءً على المستندات الداعمة وحفظ نسخ من المستندات.
7. توفير وسائل الأمن والسلامة في المستودعات.
8. الحفاظ على المخزون والعمل على حمايته من التلف والخسارة.
9. تنظيم عمليات النقل وإعداد الوسائل المناسبة لغرض التوزيع حسب المواعيد المحددة.
10. إجراء جرد مستمر في نهاية كل عملية توزيع.
11. تنظيم قوائم دورية لحركة الأصناف وتوفير كافة البيانات والإحصائيات المخزنية عند الطلب.
12. أي مهام أخرى تكلف به في مجال تخصصه

### **Required qualification and Skills:**

Minimum 2 Years working in relative field with NGOs - (working for INGOs is an advantage)

### **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 Warehouse Keeper 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, Personal ID, 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.
- The test and the interviews will be conducted once the applicable candidates applies 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.