

**Job Title: Warehouse Keeper**

**Starting Date: 11/02/2024**

**Deadline: 15/02/2024**

**Duty Station: Aden\_ al khawkha**

**Status: Full-Time**

**Project: Rapid Response Mechanism (RRM) 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 RRM kits 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, their expiration dates, and the correct number, 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 وتجهيز وتوزيع مجموعات أدوات إدارة مخاطر الإشعاع (RRM) وفقاً لخطط التوزيع.
2. الحفاظ على ظروف التخزين ونظافة المستودع وإبقاء المخزون خالياً من الآفات ومنع أي مخاطر محتملة قد تؤدي إلى تلف المخزون.
3. المشاركة في تحديد احتياجات الإدارة من مواد ومعدات المستودع.
4. استلام المواد والمعدات والأجهزة وجميع مستلزمات المستودع.
5. مراقبة وفحص البنود وتواريخ انتهاء صلاحيتها والعدد الصحيح والوزن والحجم وفقاً للمعايير المستقرة ووثائق النقل بالتنسيق وإرسال التقارير وفقاً لذلك إلى مدير الخط.
6. التحقق من حركة البنود في بطاقات البنود استناداً إلى المستندات الداعمة وحفظ نسخ من المستندات.
7. توفير وسائل الأمن والسلامة في المستودعات.
8. الحفاظ على المخزون والعمل على حمايته من التلف والضياع.
9. تنظيم عمليات النقل وإعداد وسائل مناسبة لغرض التوزيع وفقاً للمواعيد المحددة.
10. إجراء جرد مستمر في نهاية كل عملية توزيع.
11. تنظيم قوائم دورية لحركة البنود وتوفير جميع بيانات وإحصائيات المخزن عند الطلب.
12. أي مهام أخرى تُكلف له 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.