

MOJAZ Foundation

Job Title: Warehouse Officer
Reporting To: Manager Admin and Project Coordinator
Job Status: Fixed Term Contract for 3 months
Job Location: Field Office Shaheed Benazirabad

JOB SUMMARY:

Warehouse Officer is mainly responsible to arrange and maintain warehouse. He will also be responsible to check material quality after delivery, separate rejected sample, maintain stock register and issue GRNs and GDNs. The following typical duties are performed:

MAIN DUTIES AND RESPONSIBILITIES:

A. Controlling Logistics Matters.

Warehouse Officer will be responsible to control all the logistic matters/transection of the organization. He will be responsible to ensure compliances of organizational policies and RAPID fund's minimum requirement of documents before processing any payment.

Performance Standard

- a) Warehouse Officer with the coordination of project team will ensure required documentation as per donor and organizational guidelines.

B. Grantee Procurement and warehousing

Ensure to maintain stock register of warehouse with complete details like date of arrival / issuance of stock, stock count, stock reconciliation etc.

Performance Standard

- a) Maintain stock registers

C. Material Verification and Stock Record.

Warehouse Officer will be responsible for proper receipt verification and record of the material. He will timely coordinate with supplier for supply of material, coordinate with field engineer for verification of material and share stock report as per requirement.

Performance Standard (Material verification and record).

- a) Sharing material delivery schedule with the concerned stakeholders.
- b) After receipt of material, conduct verification of the same and ensure proper placement, safety and security of the material.
- c) Warehouse Officer will prepare and keep proper record of GRNs and share the detail on prescribed format to Concern RAPID Fund.
- d) Warehouse Officer will be responsible for proper issuance of stock and timely reconciliation of inventory.

D. Support in Project Activities.

Warehouse Officer will be required to train, brief and provide guidance to grantee staff on logistics management issues. He will assist grantee staff in logistics and warehousing function relating to Concern Programme in line with agreed and accepted Concern logistics practices and procedures.

Performance Standard

- a) To provide logistics support to visitors at the fields.
- b) To visit project activities during implementation, provide necessary assistance where needed, arrange technical assistance where required and monitor the activities:
- c) Proper maintenance of log books, stock registers etc.
- d) Any other function as assigned by management.

PERSON SPECIFICATION

Essential:

Masters or Graduate with at least 02 years of relevant experience.
Good knowledge of MS, Excel & word packages.
Sound experience in purchasing and warehousing.

Desirable:

Knowledge of development issues & concepts
Experience of working in an insecure environment
Sound experience of administration & transport

Special Skills, Aptitude or Personality Requirements:

Flexible and adaptable. Willing to travel to remote field areas with basic living conditions.
Analytical and problem solving skills
Ability to work under pressure often to strict deadlines
Methodical and thorough.

WORK ENVIRONMENT

Must have good prioritisation skills, with effective decision making abilities, to cope in a dynamic environment and to operate on multiple fronts simultaneously.

Accountability:

Accountable as per above mentioned duties and Responsibilities

Authority:

As per duties and responsibilities

Performance Standards: Mentioned above against each duties and responsibility respectively

MOJAZ Staff Code of Conduct and Programme Participant Protection Policy of Concern

MOJAZ Foundation has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of MOJAZ staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive

for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with MOJAZ's core values and mission.

Any candidate offered a job with MOJAZ Foundation will be expected to sign the Programme Participant Protection Policy of CONCERN and the MOJAZ Staff Code of Conduct as an appendix to their contract employment.

Any breach of MOJAZ Staff Code of Conduct or the Programme Participant Protection Policy by employees of MOJAZ Foundation during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)	Signature	Date
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Name (line Manager)	Signature	Date
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