



WE ARE HIRING!



World Food Programme

SAVING
LIVES
CHANGING
LIVES

About WFP

The United Nations World Food Programme is the **world's largest humanitarian agency** fighting hunger worldwide and the **2020 Nobel Peace Prize Laureate**. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes.

Why join WFP Somalia?

In Somalia, the World Food Programme provides food assistance for nutrition, livelihoods, and relief through the hard work of more than **621 employees** who contribute towards making **Somalia hunger free** in close partnership with local partners.

Vacancy Announcement No. 832442

JOB TITLE: STOREKEEPER

Contract Type/Grade: G4

Duty Station: Galkayo, Somalia

Contract Duration: 1 year (Initial)

Date of Issue: April 7, 2024, | **Closing Date:** April 21, 2024.

What will you do?

- Affectively Support receipt/dispatch commodities including transshipment (truck to truck) against official approved documentation (e.g., waybills and/or delivery notes) ensuring accuracy in physical count of commodities including the quality in compliance with the established standards.
- Coordinate inland, overland, and local dispatches within the agreed timeline and report any exceptions to the supervisor.
- Prepare, verify, and sign off warehouse and transport documents, and maintain confidential files and accurate warehouse transaction records to ensure immediate reporting on commodity movements in line with the corporate requirements.
- Monitor the First in First Out (FIFO) and Last in First Out (LIFO) systems, best before date, expiry dates, and infestations.
- Conduct daily warehouse closing reconciliation and accurate inventory checks supporting internal control systems in compliance with the warehouse management requirements.
- Support and post daily dispatches of WFP food and non-food commodities in the corporate system; monitor the correct use and quantity as per Transport Loading Instruction (LTI).
- Perform daily inspections and prepare reports on the quantity and quality of the commodities received/dispatched and handled, detect promptly, and analyses reasons for stock discrepancies/damages, investigate the missing quantity and prepare warehouse loss reports recommending appropriate solutions, to enable informed decision-making.
- Deliver WFP standard waybills to those involved in the transport of WFP operations; ensure that the accurate paperwork has been prepared.

- Follow up to ensure accurate and timely preparation of the stock status report and supervise the discrepancies for timely reconciliations.
- Perform daily inspections and prepare reports on the quantity and quality of the commodities received/dispatched and handled and refer to the supervisor for appropriate action.
- Perform any other related duties as required.

Do you meet the minimum requirements?

Education: Completion of secondary school education. A post-secondary secondary training or certificate in the related functional field is desirable.

Experience: At least 2 years or more of relevant Professional experience managing in monitoring stock status and inspections, supporting warehouse and Inventory management systems and in data entry and extracting routine reports.

Language: Fluency in oral and written communication in English and Somali.

Are you competent for this job? Do you have?

- Proficient in data analytics and database management, with a proven track record of utilizing data effectively.
- Handle inventory effectively through corporate systems and ensure loss mitigation.
- Hands on logistics experience in the UN or INGOs is desirable.
- Database management

Interested and qualified candidates are requested to submit online applications **through E-Recruitment** using the link below:

Internal: <https://performancemanager5.successfactors.eu/sf/jobreq?jobId=832442&company=C0000168410P>

External: <https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=832442&company=C0000168410P>



Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.

WFP seeks applicants of the highest integrity and professionalism who share our humanitarian principles. WFP is an equal opportunity employer, and we are committed to promoting diversity and gender balance.

Selection of candidates is made on a competitive basis.

WFP does not charge any application fees to candidates.

