



Job description

Job Title	Warehouse officer – Cox's Bazar
Classification Level	Technical Specialist
Organizational Unit / Duty Station (Department / Zone Office / Delegation..... etc)	PMO office, Coxbazar
Immediate Supervisor's Title	Sr. Supply chain manager
Second Line Managers Title (if applicable)	Sanjeev Kafle
Technical Manager's Title (if applicable)	Not applicable
Number of Direct Reports (if applicable)	Not applicable
Number of Indirect Reports (if applicable)	Not applicable

Organizational context (where the job is located in the Organization)

The assigned person will be base in Cox's bazar at PMO office

Job purpose

The warehouse officer – under immediate supervision of the Sr. supply chain manager is responsible for supporting procurement, transport services tasks relating to IFRC/BDRCS programmes and operations.

Job duties and responsibilities

1. Implement, maintain and follow International Federation standard warehouse practices and record keeping in accordance with audit trail standards.
2. Ensure the correct storage and rotation of stocks, as well as proper structural maintenance of warehouse(s) in view of maintaining all stocks in good condition.
3. Organize local labour to effect the timely and efficient reception at warehouse, inspection of items and dispatch of goods to distribution points and National Society's warehouses.
4. Liaise and maintain timely communications with relevant delegation units, departments and services to ensure the timely and efficient receipt and dispatch of goods from the warehouse(s) in support of their activities.
5. Support, train, develop and capacity building warehouse staff and provide technical assistance to National Society's warehouses.
6. Liaise with relevant international, government and non-government organizations and collaborate with them where appropriate.
7. Prepare transport and loading plan for all dispatches.
8. Manage transportation requests, tracking and reporting of transport utilities for relief stocks, if required.
9. Manage assets & inventories, disposals, repairs & maintenance using Federation tools and guidelines.
10. Manage the petty cash and working advance system and ensure payment of daily workers.
11. Establish and maintain appropriate filing system for all logistics activities.
12. Assist in preparing logistics reports required by the different stake holders.
13. Supervise and monitor all warehouse related activities and administration activities.
14. Backup for Warehouse database Management (Logic).
15. Implement and maintain security, safety procedures and systems.
16. Perform other logistics related duties assigned by Line Manager.

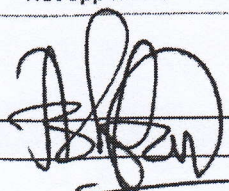
Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

Position Requirements

Education	Required	Preferred
Educated to graduate degree level and/or can demonstrate equivalent intellectual capacity	X	
Professional qualification or equivalent of qualifying experience in logistics	X	
Experience		
Good mental and physical health	X	
Experience in general logistics, including warehousing, transportation, customs clearance and procurement	X	
Experience of supervising and supporting staff or labourers	X	
Experience of working with the Red Cross / Red Crescent		X
Experience of working for a humanitarian/non-profit-making organization	X	
Knowledge and Skills		
Advanced skills in computers (Windows, word processing, spread sheets, etc.)	X	
Able to work independently and as part of the team	X	
Exceptional level of patience and able to work long hours	X	
Strong negotiation skills	X	
Ability to detect and resist potential fraud	X	
Documentation preparation and filing skills	X	
Ability to deliver unfavourable news to unsuccessful suppliers/providers	X	
Sensitive to cultural and regional issues	X	
Languages		
Bangla	X	
English	X	
Other languages:		
Competencies (to be filled in by HR)		
Not applicable		

Sign off by Line Manager

Name: Ashfaque Ahmed Signature:  Date: 17/10/17

For internal use only

Classified by:	Date:
Approved by the Job Classification Committee:	Date: