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| **Concern Worldwide Bangladesh**  store keeper    emergency rohingya response programmes in COX’S BAZAR |

**JOB DESCRIPTION**

Concern Worldwide is an international humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. Concern started working with the people of Bangladesh in 1972 by extending its support after the devastating cyclone of 1970. Since then, Concern Worldwide has been working to address extreme poverty in the most vulnerable communities of the country by implementing needs based, innovative humanitarian and development projects.

In Bangladesh, Concern Worldwide works jointly with non-governmental organisations (NGOs), Civil Society Organizations (CSOs), different government departments, the private sector and other key stakeholders to ensure the sustainable changes in the lives of the extreme poor.

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| **Job Title:** | **Store Keeper** |
| **Exact Job Location:** | Ukhiya/Teknaf, Cox’s Bazar |
| **Reports to:** | Logistics Specialist- Field Logistics |
| **Contract Details** | Up to 31st December 2024, Based on project duration or funding availability |

**Job purpose:** The Store keeper is responsible for managing warehouse and stock management activities in the camp sites store. Organizing stock facilities, cleaning, maintain safety security of the store, goods receiving, stacking and issuing, maintaining stock management documentations and reporting as per procedures. Also support the team in others logistics matter. He/ She will directly work with Nutrition Site Supervisor at the camp level with technical support from logistics specialist. In addition to this, he / she will monitor and support regular food distribution at the INFs and also supervise the work of Food Distributor Volunteer. The person will work closely with Logistics Specialist- Filed Logs to ensure proper management of food and logistics supplies to camp/ field level. S/He will also be responsible to perform other activities requested by his/her technical supervisor and nutrition site supervisor based on project need.

**Main duties & responsibilities:**

**Store Management:**

* Organize store facilities in the camp level/ field as per standard procedure of Concern and Donor
* Check safety and security issues of the store facilities, report any issues and arrange proper maintenance of field store in coordination with respective team members
* Ensure cleaning of store – daily – weekly and monthly basis
* Organize storage equipment and furniture as per standard
* Maintain space allocation and organize stocking in orderly fashion

**Food management:**

* Proactively coordinate and arrange food receiving as per standard and procedures
* Manage labor to upload food supplies in camp/ field site for distribution
* Monitor and Supervise work of food distributor.
* Organize stock stacking in orderly fashion and as per procedures
* Maintain up to date stock documentation as per procedures
* Organize stock issuance as per need of program and maintain documentation
* Conduct regular physical verification of stock and reporting.
* Maintain Stock card / Bin card updated and in right place
* Follow up documents of food distribution and other necessary tools.

**Reporting:**

* Maintain stock management documentation as per procedures
* Prepare and share stock management related reports as per procedures in time
* Maintain stock documentation file as per procedures
* Facilitate any store visit by management and donor in the field
* Support Nutrition Site supervisor to prepare CPDR and other consumption report.

**Labour management:**

* Create and maintain a pool of labour for goods handling – loading / unloading or movement from store as required
* Estimate labour requirements and take advance from finance as per procedures
* Ensure labour payments are done in time and documentations are prepared as per procedures followed by advance adjustment

**Others:**

* Take part in any logistics need in the camp site
* Take part in any program need in the field
* Undertake other related duties as may reasonably be assigned by the line manager.
* Maintain better and regular coordination with Nutrition Site Supervisor, other staff member of INFs and other relevant departments.

**Accountability**

**In line with Concern’s commitments under the Core Humanitarian Standard (CHS):**

* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

**Person specifications:**

* Minimum Bachelor’s or equivalent degree from any discipline (Graduation preferred).
* 1-2 years progressive professional work experience in relevant project / sector.
* Experience in logistics or supply-chain management will get preference.
* Proficient knowledge of standard computer software if possible.

**Key competencies:**

* Pro- active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming.
* Excellent sense of responsibility and confidentiality.
* Ability to work independently with minimal supervision.
* Ability to define priorities.
* Team spirit and capacity to integrate a multidisciplinary approach.
* Strong team player.
* Ability to work in challenging environments.
* Results oriented.
* Excellent planning and organisational skills.
* Ability to problem solve and good decision making and communication skills.
* Strong team player.
* Ability to work in challenging environments.

**Essential competencies:**

* Good knowledge on stock and commodity management.
* Result oriented.
* Excellent planning and organizational skills.
* Good reporting and documentation skills.
* Ability to work in team, respect team decisions and support multi-cultural team members.
* Must have a ‘hands on’, practical mentality, be self-driven and very self-motivated.
* Very high attention to detail.
* Cultural and political sensitivity.

***Safeguarding at Concern: Code of Conduct and its Associated Policies***

*Concern has an organisational* ***Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.*** *These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the* ***highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission****. Any candidate offered a job with Concern Worldwide will be expected to* ***sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment****. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the* ***safeguarding*** *and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including* ***criminal background checking.***

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| *Line Manager’s name* | *Signature* |
| *Date* |
| *Employee’s name* | *Signature* |
| *Date* |