

# JOB DESCRIPTION

## WAREHOUSE OFFICER

Position title	<b>Warehouse Officer</b>
Location	RAEOA
Reports to	<b>Senior Logistic &amp; Commodity Officer</b>
Grade	<b>3 Step 1</b>
Salary	US\$442 per month
Position type	<b>One Year</b>
Start date/timeframe	October 2023

## 1. Background

### 1.1 About CARE

CARE is an international development and humanitarian organization that has been working in Timor-Leste since 1994. With programs that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programs.

### 1.2 About the programme

CARE International in Timor-Leste will implement an extension to the United States Department of Agriculture (USDA) funded HATUTAN Program, to build a partnership between schools and their communities to improve literacy, learning, health and nutrition for children and adults in the municipalities of Ainaro, Ermera, Oé-cusse and Manatuto. The program partners with the Ministry of Education, Youth and Sports (MEJD) as the lead Ministry to strengthen pre-school and primary school performance in literacy, health and nutrition and support the full implementation of the government school feeding program. The HATUTAN Program also works closely with the Ministries of State Administration, Health, Agriculture and Fisheries.

## 2. The role

### **PURPOSE OF THE POSITION:**

Under the supervision of the Senior Logistics and Commodity Officer, this position will be responsible for the receipt the return sound and unsound commodities from schools, Transport Company during emergency and sending back to the schools from the warehouse to the consignees as authorized per the Commodity Release Authorizations (CRAs) and Commodity Dispatch Waybills. The main responsibility of the Warehouse Officer is to work together with the stakeholders and responsible to receive, reconstitute and sending back commodities based on approvals. The Warehouse Officer will ensure that commodities reconstitutes are clean, fresh, no smell and weevil free commodities, coordinates closely with the SSFO and SFO, and maintain warehouse secure and safe. This position will ensure that unsound commodities are reconstituted perfectly, checking thoroughly, repacked accordingly and send back to the right places at the right time in right quantities. S/he will also ensure that that reconstituted commodities are stacked in warehouse as per CARE's Commodity Management Manual and stores separately from suspected damage commodities. Ensure that the suspected damage commodities are inspected by the MOH prior to disposal. The warehouse officer is responsible to prepare dispatch and receipt reports as well as disposal reports and certificates. The Warehouse Officer will undertake a weekly physical inventory of all commodities in the warehouse and prepare a document for file. S/he will ensure that all relevant documents are maintained at the warehouse in a systemic manner and ready for any audit. S/he will also ensure that the warehouse is maintained in a clean manner and ensure the safety and security of the stocks at the warehouse. This position will also supervise the warehouse assistant & Warehouse Cleaner.

This position is based in RAEOA with travel to other schools as deemed necessary.

### **MAIN RESPONSIBILITIES:**

- Arrange necessary preparations for receiving unsound commodities and sending back commodities to the schools.
- Check and inspect the condition of the commodities return from the schools
- Coordinates immediately with the SSFO and SFO for the actual commodities received from schools
- Undertake immediate reconstitution of the return unsound commodities.
- Ensure that an adequate quantity of materials is available – i.e. bags, jerry can and other material required for reconstitution and ensure fully and proper documentation is prepared and reported to the concerned. Assist DM warehouse to prepare Loss and Damage Reports immediately upon completion of this exercise for submission to the concerned.
- Ensure that Stack Cards, ledgers are recorded and maintained as per guidelines.
- Conduct periodical Warehouse Inspections in the format prescribed
- Maintain Stack Information Board and update it on a daily basis.

- Ensure suspected damage commodities are disposed according to the CARE's Commodity Management Manual
- Inspect overall warehouse premises (both inside and outside) and check for signs of damages to the building, roof leaks, drainage, compound fence, and report any deviations noticed to the immediate supervisor.
- Ensure that all equipment, such as fire-fighting and other pertinent equipment, gates, padlocks and lighting are in good working condition and are serviceable.
- Follow-up and arrange for any remedial measures that need to be immediately when defects are noticed, mainly in the security system of warehouse.
- Inspect both the interior and exterior surroundings of the warehouse and arrange good sanitary conditions for infestation control.
- Alert the Supervisor of any infestation notice and request for
- Monitor the security Guards performance and documentation when guards will be hired by CARE
- Assist Senior Logistics and Commodity Officer to make plan for receipt and dispatch of commodities from warehouse and make sure the warehouse space is used properly.
- Maintain separate account for empty bags, containers and other warehouse operational items such as furniture, fixtures, etc.)
- Maintain proper tracking for the receipt of the Stock & Issue reports from all schools under your jurisdiction.
- At the end of the month, prepare a Monthly Consolidated Report in the prescribed format for submission to the Senior Logistics and Commodity Officer

### **Other Tasks**

- Perform other task as requested by supervisor.

### **OTHER RESPONSIBILITIES:**

- To proactively participate in the staff evaluation (APPA) process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; and
- Demonstrate an ongoing commitment to gender equality, diversity and child protection.

### 3. Selection criteria

#### **EXPERIENCE AND QUALIFICATIONS:**

- University degree needed with 4-6 years' experience, preferably with INGO, Government or private sector;
- Responsible and honest;
- Good numerical skills;
- Good communication skills in Tetum and Baikenu; preferred English speaking skills
- A willingness to learn about CARE, gender equality and women's empowerment activities.
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities.