

**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE / INDIVIDUAL CONTRACT (IC)**



I. Job Information

Job Title:	Storekeeper
Project Title/Department:	WFP
Duration of the assignment:	6 Months
Type of contract:	Individual consultant
Duty station:	Termez
Reports To:	WFP Termez Hub Manager

II. About WFP:

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. WFP has been working in Afghanistan since 1963. WFP food assistance aims to help the most vulnerable, food-insecure Afghans, including women and children, and families affected by conflict and natural disasters. In the approved Country Strategic Plan (2018-2022), WFP Afghanistan is well placed to provide comprehensive support to the country in achieving Zero Hunger by 2030 via its six closely interrelated outcomes, which range from emergency response to livelihoods creation, as well as nutrition Programmes based on a life-cycle approach, and the strengthening of national food systems.

The United Nations World Food Programme (WFP) is the 2020 Nobel Peace Prize Laureate. We are the world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters, and the impact of climate change.

Part of the WFP Afghanistan operation is to ship food through the northern corridor via Uzbekistan into Mazar-e-Sharif. From here it is moved throughout Afghanistan.

To service this need, a WFP hub was opened in Termez. Food arrives and is transshipped at this hub.

III. Scope of Work / Outputs / Timeline

Duties and Responsibilities:

- Coordinate and/or receive/dispatch commodities including transshipment (truck to truck or rail to truck) against official approved documentation (e.g. STOs, waybills and/or delivery notes) ensuring accuracy in physical count of commodities including the quality in compliance with the established standards.
- Review, verify and sign off warehouse and transport documents, and ensure accurate maintenance of confidential files and warehouse transaction records to enable immediate reporting on commodity movements in line with the corporate requirements.
- Conduct daily warehouse closing reconciliation and accurate inventory checks supporting internal control systems in compliance with the warehouse management requirements.
- 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 missing quantity and prepare warehouse loss reports recommending appropriate solutions, to enable informed decision-making.

- Support regular physical stock inventory exercise, to ensure compliance with IPSAS and standard business requirements.
- Implement appropriate measures to safeguard food and non-food commodities, to ensure quality control using standard preventive measures in line with WFP established procedures.
- Monitor condition of the warehouse and commodities and take appropriate actions, to support efficient warehouse space-planning and well-organized commodity storage following WFP warehouse standards.
- Provide supervision and training of other storekeepers and casual labour.

COMPETENCIES:

1. Ability to handle a large volume of work fast and accurately under pressure. Ability to draft electronic correspondence and spell correctly and to maintain precise records. Courtesy, tact and ability to work effectively with people of different national and cultural backgrounds.

2. Ability to interpret and analyze a wide variety of data and identify and resolve data discrepancies and operational problems. Ability to write and spell correctly in the language required. Ability to communicate complex matters orally.

3. Ability to perform detailed work and to handle a large volume of work quickly and accurately under time constraints and to deal patiently and tactfully with people of different national and cultural backgrounds, and to have a high sense of confidentiality, initiative and good judgment.

4. Accurate and precise records and/or data maintained; data discrepancies recognized and brought to the attention of the appropriate supervisor and/or officer.

IV. Duration and Payment Conditions

The duration of the assignment will be 6 months from the start date of the contract, with an option to extend. Payment will be made electronically at the end of each month into the incumbents' Bank account

V. Qualifications Requirements

Education:

Completion of secondary school education. A post-secondary certificate in the related functional area.

Experience:

At least four years of progressively responsible general storekeeper work experience, including at least one year in the field of accounting, logistics, administrative services or other related field

Skills:

- Ability to work under pressure in a complex environment;
- Training and/or experience utilizing computers, including word processing, spreadsheet and other software packages;

Language requirements:

Fluency in both oral and written Russian and English enough to express views clearly