***Position advertisement***

**Storekeeper - Kulob**

Medecins sans Frontieres (MSF) is an independent medical international humanitarian association that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural or manmade disasters. MSF is working in Tajikistan in the field of Tuberculosis. Our projects focus on providing treatment and support for children suffering from MDR Tuberculosis (TB) and their families based in Dushanbe and Zero TB Project based in Kulob.

MSF is currently looking for a qualified, capable, flexible and motivated person for the position of **STOREKEEPER for Medical/Non-Medical ware house for its Zero TB Project based in Kulob**. MSF offers a package of benefits (25 working days of annual leave per year, medical coverage, training opportunities as required and carrier) and the opportunity to work for an internationally renowned humanitarian organization.

Job Location:  **Kulob**

**Main Purpose of the job:**

Executing the stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, food items, spare parts, tools, equipment and/ or other logistics materials), according to the line manager’s instructions and MSF standards and protocols, in order to ensure the overall functioning of MSF activities

 **Accountabilities:**

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| * Supervising materials and goods orders and dispatch in order to ensure its rational use.
* Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest or others. Stores materials in accordance with the system in force in order to ensure continuous availability.
* Updating and/or creating stock cards for all stock items immediately after reception of goods. Checking the received cold boxes and controlling the cold chain-monitoring card
* Storing materials in accordance with the system in force in order to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
* Monitoring the store temperature and ensuring Cold Chain items are stored in an adequate temperature. Keeping a special control of “sensitive” goods: numbers of lots, expiry dates, packaging and special storage conditions
* Preparing orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, way bill number, weight and mode of transport in accordance with the line manager’s instructionsIn conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels concerning alarms thresholds, stock out and expiry dates.
* Controlling warehouse-limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the warehouse
* Assisting the line manager with preparation of the stock reports
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| **MSF Section/Context Specific Accountabilities** |
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| * To ensure continuous flow of supply to the project sites without risking the continuation of activities due to supply shortages.
* Supervising material orders and dispatching in order to ensure rational use.
* Keep a certain buffer of all items in the Med WH and the log stock. Inform the Supply Activity Manager immediately after running low on any items.
* Receiving orders and deliveries, identifying potential disparities against cargo manifest or others and reporting them, and stores materials in accordance with the system in force, in order to ensure continuous availability. It includes:
* Ensuring good storage conditions of all medical items in the warehouse in accordance with pharmaceutical standards in order to ensure continuous availability.
* Ensuring correct fill in entries on the stock cards and software.
* Carrying out or participating in regular inventories.
* Preparing orders of the different parties based on the request from the supplylog.
* Controlling warehouse facilities in order to ensure materials are kept in good keeping conditions, it includes:
* e.g. Monitoring temperature in the warehouse and ensuring that products requiring cold chain are suitably stored and transports received, stored, and prepared and transported appropriately according to MSF Supply and Cold Chain protocols.
* Ensuring cleanliness of premises (warehouse) and in close collaboration with the logistics department, maintaining refrigerating equipment.
* Ensuring that items to be quarantined (on-going quality alerts) or to be placed in designated quarantine zone (batch recalls, expired or damaged items) are removed from the stock and safely locked.
* Following up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months. Preparing reports and passing it to the supervisor.
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| **Requirements** |
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| **Education** | Literacy essentialDesirable secondary education and warehouse management related studies |
| **Experience** | Previous experience as storekeeper desirable |
| **Languages**  | Local language essential. Mission language desirable |
| **Knowledge** | Essential basic mathematics and use of measuring equipment Desirable computer literacy (word, excel)Desirable ability to do basic repairs |
| **Competencies** | Results and Quality Orientation **L1**Teamwork and Cooperation **L1**Behavioural Flexibility **L1**Commitment to MSF Principles **L1**Service Orientation **L1**Stress Management. **L2**  |

**Salary:** Starting Gross salary is 4,224 TJS.

Please send your CV and cover letter (mentioning the position in the subject line) to:

kulob-admin-assist@oca.msf.org

Deadline for applications until 12th of April 2024 17:00 hours.

**Kindly note that only short listed candidates will be invited for an interview. MSF does not enter into correspondence with regard to the reasons for non-selection of candidates.**