

Store Keeper

1. Job Environment

Position Information:

Department/Division: Program Implementation

Position: As per APB

Reporting Lines:

Report To:

Admin Officer

2. Job Objective

Overall objective of position is to coordinate logistics and warehouse function. Storekeeper is responsible for receiving, storing and supplying of goods in an efficient and effective manner and according to Rahnuma FPAP standards policies and procedures

3. Functions of the Position

- Assist Logistic Officer in the management, logistics and other matters.
- Custodian of stores related to Head Office
- Receipt of stores in conformity with purchase orders/Bills
- Issue of stores in conformity with indents
- Maintenance of level of stock items
- Preparation of store receipt vouchers on receipts of goods
- Preparation of store issue vouchers on dispatch of goods
- Maintenance of up-to-date stock ledger and other related documents
- Prepare the inventory report on quarterly bases
- Preparation of reports required from time to time
- Responsible for security of all stores during working hours and proper looking of store after working hours.
- Responsible for excess/shortfall of stores and report to Logistic Officer in case of any discrepancy
- Work out the depreciated value of the fixed assets of the Head Office
- Process cases for the disposal of unserviceable store items
- Perform any other tasks assigned by supervisor

4. Interaction

Within the organization

Regional Staff
Field Staff
Head Office

Outside the organization

Community
Line Departments
Partner organizations
Market Based Other NGO

5. Competencies



<u>Interpersonal Skill</u>	<u>Leadership Skills</u>	<u>Management Skills</u>	<u>Technical Skills</u>
Speaking Active Listening Reporting Social Perceptiveness	Team Building Conflict Handling Decision Making Counseling Motivating Others	Motivating Others Record Keeping Coordination Monitoring	Service Orientation Problem Sensitivity Problem Solving Critical Thinking Analytical Research
<p><u>6. Special Condition:</u></p> <p>R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and the adhere to the IPPF's Code of Conduct and Safeguarding Policies</p> <p>Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'.</p> <p>Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check.</p>			
<p>6.Desired Profile of Incumbent Person Specification</p>			
<p>1.Education/Qualification:</p>		<p>2.Work Experience & Traits:</p>	
<p>B.A</p>		<p>2 years relevant experience</p>	