

Warehouse Specialist

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Salary: According to the interview results
Location: Bishkek
Type of involvement: full time



ПРООН в Кыргызской Республике

Address

г. Бишкек, 720040, Проспект Чуй 160

Web

<http://www.kg.undp.org/content/kyrgyzstan/ru/home.html>

Information

Common information

Background

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Starting from January 2011, as per decision of the Country Multi-sectoral Coordination Committee (CMCC) and the Global Fund to Fight AIDS, TB and Malaria (GF), the United Nations Development Programme in Kyrgyzstan has become Principal Recipient (PR) of several Global Fund's grants. UNDP has set up Grants Implementation Unit, which is responsible for implementation of all GF grants in Kyrgyzstan for which UNDP is a PR. The Unit includes various programme, procurement, finance and M&E staff.

Under the overall guidance of Programme Manager and direct supervision of the Procurement and Supply Manager, **the Warehouse Specialist** will provide a high quality warehouse operations services within all grants of the Global Fund in the Republic of Kyrgyzstan to ensure timely and efficient delivery of goods and services to the end recipients in line with GF/UNDP regulations. The **Warehouse Specialist** works in close collaboration with the other project personnel, operations and programme staff in the UNDP Country Office for resolving complex warehouse management-related issues and information exchange.

The initial assignment is for 6 months, subject to further extension based on performance evaluation and budget availability.

Warehouse Specialist promotes a client, quality and results-oriented approach.

Qualification requirements

Required Skills and Experience

Education:

- Bachelor's degree in business administration, law, social sciences, supply chain or other related field.
- Certificates in logistics/supply chain is a strong asset.
- Certificate in working with 1C system is an asset.

Experience:

- 3 years of working experience in logistics including 2 years of experience in storage of medicines and medical supplies at specialized warehouses.

- Working experience in Global Fund or UNDP projects is an asset.
- Experience in the usage of computers, office software packages (MS Word, Excel, etc.) and office equipment

Language requirements:

- Fluency in Russian.
- Knowledge of Kyrgyz is an asset.

Duties

Duties and Responsibilities

- In line with Procurement Plan arranges distribution of all procured products within GF grants to end recipients.
- Participates in storage and distribution arrangements according to agreed procedures (SOPs): preparation of distribution plans, delivery-acceptance certifications, supervision of all stages of distribution process;
- Physical preparation of shipments for distributing to SRs, loading/unloading the goods to/from trucks, carrying and lifting the boxes to shelves during receiving the goods, etc
- Ensures/certifies receipt of goods and services in proper condition and quantities and in accordance with the specifications/TOR set in the contract/Purchase order;
- Controls warehouse conditions, including cleanness, temperature control and monitoring and makes sure storage conditions in the central and regional warehouses are compliant with WHO storage guidelines and with agreed SOPs.
- Update SoPs for warehouse management, inventory management, order preparation and delivery as need be.
- Conducts visits to regions' warehouses and checks the storage conditions (if needed)
- Warehouse management including receipting, ranging, stock keeping, updating stock cards, preparation of goods to be dispatched, packing and re-packing, ensuring accuracy.
- Preparation of transport routing with routing sheets including contacts with the transport suppliers and sub-recipients for the arranging of the time of delivery.
- Assistance in liaison with insurance company and provision of all supporting documents for cargo insurance.
- Managing documentation flow, including receipting between UNDP and SR with regard to physical deliveries of goods.
- Preparation of relevant documents/data for further uploading into 1C data-base (act of transfers and etc.).
- Ensures assets management of Sub-Recipients of the Global Fund (inventory/disposal/transfers of assets supplied by UNDP within the SR-agreements and in line with the travel requirements) with preparation of related reports.
- Performs other duties as required by the Procurement and Supply Manager or the Programme Manager.

About company

ПРООН является глобальной сетью ООН в области развития. Она выступает в поддержку преобразований и предоставляет странам доступ к источникам знаний, опыту и ресурсам в целях содействия улучшению жизни людей. Мы работаем в 177 странах, в том числе в Кыргызстане, взаимодействуя с ними в выработке их собственных решений по проблемам глобального и национального развития.