|  |  |  |
| --- | --- | --- |
| **Title:** | STOREKEEPER ASSISTANT | |
| **Generic Function:** | SKILLED LABOURER | |
| **Code:** | LB05101 | |
| **Level:** | 2 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | Storekeeper |
| **Reports to (Functional):** | Storekeeper |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Carrying out tasks of checking, recording and storing as well as preparing goods to be sent, according **MSF** standards and procedures and the storekeeper's instructions, in order to ensure proper orders' reception and dispatch. |

|  |
| --- |
| **Accountabilities** |
|  |
| * Performing tasks as per the Storekeeper's instructions. This includes but are not limited to the following:   + Receiving goods arriving to the store, checking its status/condition and amounts in the waybill   + Preparing outgoing items in a clean and optimized way by appropriately packing, sealing and labeling goods, assisting with recording the exits on stock cards and project form, and ensuring good quality of cold chain when needed   + Ensuring that goods are well organized and stored in a clean area to be visible and traceable i.e. assisting in the stock inventory, storing items according to nature and use, and ensuring that the temperature in the store is appropriate and items that require cold chain are correctly stored   + Carrying out basic maintenance of the store, ensuring security conditions (keeping unauthorized staff out, locking, etc....) * Ensuring cleanliness of common working areas * Ensuring proper use, storage and maintenance of the equipment and tools provided * Informing superiors of any incident that may occur in the course of his/her work * Helping **MSF** staff carry heavy items, if necessary |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | Literacy essential. Essential knowledge of basic mathematics and use of measuring equipment |
| **Experience** | None is required |
|  |  |
|  |  |
|  |  |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**