

VACANCY NOTICE

The Mission of WHO is the attainment by all peoples of the highest possible level of health

Vacancy Notice No: CAT 12 (HSE-4)/ SSA

Date: 10 February 2018

Title: Warehouse Manager (ROSTER)

Deadline for application : 2 March 2018

Duration of contract: Initially 12 months (may be extended)

Contract type: Special Services Agreement (SSA)

Level / Grade: SSA 7

Organization unit: Country Office for Bangladesh

Duty Station: Cox's Bazar, Bangladesh

Objectives of the Programme:

The objective of the programme is to deliver WHO Core functions at country level with a particular focus on the Organization's directing and coordinating role for international health as expressed in the Constitution. The immediate Objective is to develop and sustain WHO as a flexible, learning Organization, enabling it to carry out its mandate more efficiently and effectively.

This individual will support the programme by providing administrative and programme services.

Job Description:

Under the guidance of the Incident Manager and the direct supervision of the Health Logistic Officer, the incumbent performs the following duties:

Receipt and storage of goods

- Check the number of packages against the cargo manifest, check packaging and cases and inform the line manager of any problems (missing or damaged goods, etc.).
- Control the quality and quantity of goods received from suppliers, buyers and other entities, comparing the purchase order against the delivery note, and inform the line manager of any problems (damaged or missing items, etc.).
- Only sign the delivery note if no irregularities are detected; otherwise, do not sign and immediately inform the line manager.
- When receiving goods from an WHO department, excluding quality, check that:
 - The number of packages received matches the cargo manifest and waybill;
 - The content of each box is identical to the order and the packing list.
- Check cool boxes upon receipt and the cold chain temperature monitoring card. If the result of the reading is positive, transfer the contents of the cool boxes to the refrigerators; immediately inform the line manager of any problems.
- After receipt, immediately update the stock cards, recording the reference number of the receipt document, and store the goods.
- If the goods received are in transit, sign the delivery note and inform the line manager.
- Give the cargo manifest, packing list and certificate of the items received to the line manager, to centralise the filing of these documents.
- Ensure that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Responsible for the management and control of "sensitive" items: batch numbers, expiry dates, special packaging and storage.

Request and inventory management

- Acknowledge receipt of purchase orders and prepare the outgoing items.
- Select the freight to be prepared, taking into account the mode of transport and delivery deadline, processing the oldest orders first, if appropriate; keep the order tracking list up to date.
- Deliver goods in accordance with the FEFO (First Expired First Out) and/or FIFO (First In First Out) principles.
- Ensure that the shipping areas (by destination) are clearly identified; store goods on shelves or palletes (as necessary), in a clean, tidy and easily accessible manner.
- Pack (appropriately for the mode of transport chosen), weigh and label freight (destination, number of packages, waybill number, weight and mode of transport) and assign a shipping number to each package, in accordance with the instructions of the line manager.
- Prepare the shipping note, as well as a copy of the freight document for international shipments, complete the delivery order and send a copy to the office the same day.
- Complete the purchase order as quickly as possible, recording the number stated on the waybill for each item.
- Inform the line manager, in good time, if the goods ready to be shipped are insufficient to fulfil the volume available.
- Update the stock cards immediately after the delivery of goods, and record the reference number of the delivery document or stock request.
- Regularly inform the line manager of the weight/volume of articles ready for distribution to the various locations (Projects).
- In conjunction with the line manager, organise and ship cargoes.

Stock management and administration

- Ensure that all necessary information is correctly and fully recorded on the stock cards: WHO code, batch number, expiry date, date of receipt or delivery, stock balance (incoming/outgoing), receipt and delivery document reference numbers.
- Responsible for stock and warehouse security.
- Closely monitor stock levels (medical and non-medical supplies), particularly monthly consumption figures, expiry dates, and possible stock surpluses or depletion.
- If stock management is computerised, complete all the tables for monitoring stock movements and consumption.
- Assist the line manager with preparation of the monthly stock report.
- In conjunction with the line manager, perform physical stock counts in accordance with the frequency defined with the technical adviser (at least once every 4 months).
- Advise and inform the line manager when the stock of goods is nearing the minimum or maximum threshold, and regularly provide the line manager with a list of the items with expiry dates within the next six months.
- Monitor the temperature of the warehouse and ensure that products requiring cold chain (vaccines) are always stored at a suitable temperature (between +2°C and +8°C).

HR management

- Supervise the auxiliary staff working in the warehouse.
- After obtaining the approval of the line manager, hire casual workers.

Reporting

- Prepare a weekly report of movements of goods (incoming/outgoing) in the warehouse.
- Immediately inform 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.

Other

- Carry out various maintenance tasks (e.g. setting up racks).
- Ensure that the warehouse is kept in good condition (cleaning).
- On request.

Required Qualifications:

Education:

Essential

- Bachelor's Degree from any recognized University.

Desirable

Experience:

Essential

- 5 (five) years of experience in a similar position is essential.

Desirable

- Work experience in administration in UN agency, Int. Org, NGO, Multinational Company, Bank etc.
- Experience in Oracle-based or other ERP system would be an added advantage.

Additional Functional Knowledge and Skills:

1. Ability to comply with national interoperability standards;
2. Ability to interface with different systems and data;
3. Ability to effectively interact with government counterparts;
4. Critical and analytical thinking, attention to detail, clear verbal and written communication skills;
5. Ability to establish harmonious working relationships as part of a team;
6. Ability to maintain a high standard of personal conduct;
7. Ability to prepare high quality reports.

Competencies:

8. Teamwork
9. Respecting and promoting individual and cultural differences
10. Communication
11. Building and promoting partnerships across the organization and beyond
12. Producing Results

Languages:

- High level of proficiency in English and Bengali.

Computer Literacy:

- Proficient in using computer software applications (MS-Office) to produce reports, prepare correspondences, composing e-mails and create multi-media presentations

Annual Salary & others Benefits:

Annual Salary

BDT 1,215,216/= to 1,490,484/=

Other Benefits

WHO Offers locally competitive packages such as:

- Health Insurance; Accident and illness insurance;
- Annual Leave (18 days per year)
- Sick leave (12 days per year);
- WHO and Government Holidays

NOTE:

- 1) This vacancy notice is for ROSTER purpose. Qualified Candidates will be evaluated and interviewed should there be any future openings.
- 2) Applicants should send a brief **Resume** of their relevant experience, explaining reasons for being suitable of the activity, together with duly completed **Personal History Form (PHF)**, **Screening Questions**, and **scanned copies of educational certificates**.
- 3) Please send your applications only via email to: sebanrecruitment@who.int . **The email and the attachment should not be exceeding 1MB.**
We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
- 4) WHO Personal History Form (PHF) and detailed vacancy notice can be downloaded from: <http://www.searo.who.int/bangladesh/about/employment/en/>
- 5) A written test using computer and interview will be held only for qualifying candidates.
- 6) This vacancy is open to Bangladeshi Nationals (all genders) only. **Qualified female candidates are encouraged to apply**

"WHO is committed to workforce diversity". "Any attempt to unduly influence on WHO's selection process will lead to automatic disqualification of the applicant."



WHO has a smoke-free environment and does not recruit smokers or other tobacco users

Screening Questions

Warehouse Manager - ROSTER

Contract Type: Special Services Agreement, Level SSA- 7

Ref: CAT 12 (WHE-4)/ SSA - 7

I confirm that my **Personal History Form** has been properly updated and that I am submitting my application for the vacancy mentioned above.

Yes No

Kindly respond to the questions below to the best of your ability:

1. Do you smoke or use tobacco products?

Yes No

2. If you currently smoke or use tobacco products, would you continue to do so if employed by WHO? (If you responded No to the question above, answer No here)

Yes No

3. Do you have MBBS / Medical Degree?

Yes No if yes, please specify

4. Do you have Bachelor Degree from any recognized University?

Yes No if yes, please specify

5. Do you have at least 5 years' working experience in Emergency Programme?

Yes No

I certify that the statements made by me in my personal profile are true, complete and correct. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.

Date:

Full Name:

Place:

Signature: