

Role profile (Warehouse Assistant)

Location	Biu and Mubi	Department	International
Reports to	Commodity Tracking & Reporting Officer	Salary Band	G mid

Matrix manager (if applicable) N/A **Competency level** 1

Role definition

Role purpose

Christian Aid Nigeria started implementing the Humanitarian Response programme in the year 2016 in the North-Eastern part of Nigeria. A major part of the response programme is commodity management and documentation. Under the Small Holder Farmer's project, Christian Aid is maintaining two warehouses in Biu and Michika respectively. The Warehouse Assistant will support the Small Holder Farmer project implementation by effectively managing, tracking, and documenting commodities stored in the warehouse.

Key outcomes

- ✓ Work with the Warehouse team to ensure effective and efficient management of commodities.
- ✓ Timely update of commodity information on the last mile application
- ✓ Accurate accountability for warehouse stock
- ✓ Support the timely delivery of daily, weekly, and monthly reports
- ✓ Effective coordination and communication between the Programmes and the warehouse team.
- ✓ Carry out any other duty as may be assigned

Role agility

Expected national travel per annum	Up to 20 days	On-call/unsocial hours Yes
Expected international travel per annum	No travel	

Surge capacity for emergency responses No

In order to respond to ever-changing demands within the environment, Christian Aid operates within an agile framework (both in the workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project-based

working approach the norm. To sustain this system, managers may/will agree to further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The role of the Warehouse Assistant is focused on the continuous implementation of Warehouse strategies and activities to ensure a high level of Compliance with CAID's Warehouse policies and procedures in the Field location. The Warehouse Assistant will maintain a high level of contextual awareness of his/her operating area and strong coordination with the Program team at the field level. He/ She will promote a strong warehousing culture at the Base office(s) through continuous training and collaborative warehouse procedures with all field-based staff. The Warehouse Assistant will report directly to the Commodity Tracking & Reporting Officer in the operations unit. Under the supervision of the Commodity Tracking & Reporting Officer, the Warehouse Assistant will provide support to the programme by undertaking technical and practical operational tasks to ensure smooth, safe, and efficient operation of activities.

Task & Responsibility

- Support the Warehouse unit to update warehouse records.
- Accurate and timely submission of daily, weekly, and monthly warehouse reporting
- Receipt and accurate documentation of commodity received and issued
- Waybill management
- Monthly Physical Stock count
- Hygienic management of the mobile storage unit (MSU)/warehouse
- Update the Commodity Tracking Officer promptly on any issues requiring management attention
- Liaise with programmes team and provide warehousing support for distributions
- Liaise with relevant providers to ensure safe handling and offloading of commodities.
- Deliver on any other responsibility as may be assigned by the Commodity Tracking Officer

Role requirements

Relationships

External: The role will be liaising with truck drivers for delivery of commodities, representatives from the donor during routine checks, community members, and other stakeholders during distributions

Internal: Liaising with internal stakeholders and colleagues at all levels to achieve role objectives and purpose. Working within the network of the Operations unit family, sharing knowledge and best practice across the organization and with the team in Michika and Biu.

Decision making

The ability to make day-to-day decisions to assist in the administration and smooth running of the Warehouse. Ability to negotiate and take on spot decisions that will in turn ensure effectiveness and efficiency.

Budgetary/savings responsibility

NA

Analytical skills

Ability to apply logical thinking, discretion, good judgment, and common sense to routine tasks and information, and test solutions for day-to-day issues. Ability to be proactive.

Developing self and others

Number of Direct reports 0

Overall people management responsibility 0

Continuously look for opportunities for self-development. Give and receive honest and open feedback in a timely manner. Taking responsibilities, being self-accountable, and holding others accountable.

Role related checks

Child protection clearance Standard **Counter terrorism screening** Required

Person specification

Applied skills/knowledge and expertise

Essential

- A diploma or Higher diploma or degree in Administration or related field from a recognized institution.
- Familiar with the INGO sector
- Familiar with Warehouse and commodity management in a similar role
- Demonstrable numerical skills
- Good with Microsoft excel and other packages
- Ability to use commodity reporting software such as Last Mile Application
- Flexible and willing to work in a remote setting
- Able to work with minimal supervision
- Good interpersonal skills and ability to work in a team

Desirable

- The ability to communicate in the local language is desirable.
- Familiar with the northeast context.

Digital/IT competencies required

Word, Excel, PowerPoint

Choose an item.

Web content design & development

Choose an item.

Internet-based collaboration tools and video calling

Choose an item.

Social Media

Choose an item.

Data Visualisation

N/A



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