



## **JOB OPPORTUNITY**

The Lutheran World Federation (LWF) Uganda programme is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF World Service partners include Lutheran Churches and their related agencies, the European Commission, the US Government and UNHCR among others, with whom LWF World Service is a key implementing partner. For more information about LWF World Service, please check; <https://www.lutheranworld.org>

LWF-Uganda has a successful track record responding to refugees in Uganda. It currently supports Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo, Hoima and Lamwo. For more information about LWF-Uganda, please visit; [uganda.lutheranworld.org](http://uganda.lutheranworld.org).

LWF Uganda is looking for a mature, qualified and experienced person for the position below:

**Job Title:** Warehouse/Non Food Items Officer

**Place of Assignment:** Lamwo

**Reports To:** Sub Program Manager

### **Key Duties and Responsibilities:**

- Responsible for the effective planning and management of warehouse operations, to ensure safe and efficient warehousing and storage of all goods and supplies;
- Coordinate the receipt/dispatch of goods, to ensure accurate recording, accounting and reporting is available at all times to support decision-making;
- Support receipt/dispatch goods against official approved documentation (e.g. waybills and/or delivery notes) ensuring accuracy in physical count of goods including the quality in compliance with the established standards;
- Responsible for the accuracy of warehouse transaction records including identification of discrepancies, to ensure immediate and accurate reporting on commodity movements in line with the corporate requirements;
- Responsible for inventory management (e.g. physical stock verification, reporting, etc.), to ensure any existing and developing issues with regards to proper stocks management are timely addressed and LWF standard procedures;
- Regularly monitor condition of the warehouse and goods and take appropriate actions to support efficient warehouse space-utilization;
- Ensure that all receipts, returns, dispatches are accurately recorded and all transactions are reflected in the appropriate stack cards;

- Carry out stock reconciliation and ensure stock is up to date (stock Cards and in the System) and support daily warehouse closing reconciliation and accurate inventory checks and report immediately any discrepancy;
- Keenly check and verify the accuracy of tally sheets and other documents daily;
- Identify training needs and efficiently plan trainings, to ensure that all staff have required knowledge and skills to carry out their responsibilities;
- Supervise distribution staff, to ensure high performance standards.

**Qualifications, Skills & Experience:**

- A Bachelor's Degree in Store Management, Procurement and Supplies Logistics Management, OR Business related field;
- Post Graduate Diploma/a professional course in stores Management, Procurement and supplies logistics will be an added advantage;
- A minimum of three years of progressively responsible support experience in field of stores/warehouse management gained from a reputable firm;
- Good knowledge and skills in using MS Office applications.

**Application Procedure:**

Interested candidates should submit an updated CV and Application letter giving a day time telephone contact and email addresses of 3 (three) work related referees only through our recruitment email [recruitment@lwf.or.ug](mailto:recruitment@lwf.or.ug) clearly indicating the job title in the email subject. CVs will be received until the **Friday, 20<sup>th</sup> July 2018**.

***LWF/DWS is an equal opportunity employer, irrespective of gender, race or religious affiliation. Female candidates possessing the above requirements are encouraged to apply. LWF/DWS is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.***

***Only short-listed candidates will be contacted.***

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