

**CARE INTERNATIONAL IN KENYA**  
**JOB DESCRIPTION**

**EMPLOYEE NAME:**

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

**JOB TITLE:** Assistant Shed Officer

**DEPARTMENT/PROJECT:** Logistics/RAP

**SUPERVISOR:** Logistics Coordinator.

**LOCATION/DUTY STATION:** Dadaab

**DATE OF EMPLOY:**

**GRADE:** E Band 1

**JOB SCORE:**

*CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staff are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment*

**I: JOB SUMMARY**

Reporting to the Logistics Coordinator, the **Assistant Shed Officer** has the responsibility of managing shed activities (receipt, storage and issuing), of both food commodities and Non Food Items (NFIs') in the delivery of humanitarian assistance to targeted beneficiaries. The position holder is expected to adhere to the reporting procedures as provided for in the Logistics Standard Operating Procedures and field level agreement with the Donors. The Assistant Shed Officer oversees the allocation of task to incentive workers in the respective assigned shed and ensures food and non-food items are distributed as per ration scale. The post holder is expected to exercise CARE Kenya core values (Respect, Integrity, Commitment, Excellence) when undertaking food security and Logistics related duties.

**II: RESPONSIBILITIES AND TASKS:**

**R1: Receipt of food and non-food items in the shed**

- 1.1 Based on the population to be served in a particular shed receives and prepositions food in the shed from the extended distribution point.
- 1.2 Ensures stacking is well done in the shed that allows for easy counting of food already prepositioned.
- 1.3 Conducts 10% weighing of all food commodities received in the shed to ascertain the right weight is received.
- 1.4 Signs the waybill to acknowledge receipt of food in the shed.
- 1.5 Carries out physical count of prepositioned food before distribution begins.

**R2: Distribution of food and non-food items in the shed.**

- 2.0 Implement approved distribution plans in accordance with the stipulated WFP and UNHCR distribution guidelines.
- 2.1 Distribute food and non food items to the respective targeted/registered refugee population as per approved ration scale provided by the donors (WFP and UNHCR).
- 2.2 Distribute food to beneficiaries who have been verified by biometric staff (WFP)
- 2.3 During food distribution exercise, conduct stock count of commodities or items at regular intervals to establish if there are any losses.
- 2.4 Return food balances to WFP – Extended Delivery Point (EDP) after closure of distribution exercise.
- 2.5 Ensures proper security of the assigned distribution corridor by keeping keys in safe custody (Lockable Safe in the logistics office).
- 2.6 Return all empty sacks arising from distribution of foodstuff to the EDP and ensuring there is no loss.

**R3: Cleanliness of the shed.**

- 3.0 Ensure that proper cleanliness is maintained within and outside FDP environs at all times.
- 3.1 During distribution ensure all the spillages are wiped out of the shed
- 3.2 Dispose any food stock regarded as losses after distribution exercise.

**R4: Record keeping and report writing.**

- 4.0 Prepare daily shed distribution reports of food and non-food items issued to the beneficiaries.
- 4.1 Compile the list of absentees for respective shed and submit to the supervisor.
- 4.2 Report for any food infestation to the supervisor for immediate action.

**R5: Supervision and staff development.**

- 5.0 Supervise all incentive workers (scoopers, distribution clerks, Weighing scale clerks and cleaners) working in respective shed.
- 5.1 Assign roles to all incentive workers working in the distribution shed.
- 5.2 Mark the daily attendance sheet for each incentive working in the shed.
- 5.3 Train incentive workers on distribution procedures

**III: AUTHORITY**

**Spending Authority:** N/A

**Supervision:** 20 Incentive Workers

**Decision Making:** Makes normal decision on the effective performance of job responsibilities

**IV: CONTACTS/ KEY RELATIONS**

**External:** Food Advisory Committee, WFP field staff

**Internal:** Camp Administrator, Logistics staff

**VI: WORKING CONDITIONS**

The position is based at Hagadera as well as any other extension camps and program sites. This is a none-family working station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between duty station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys) with strict adherence to security rules at all times. It is a six days work station with compensatory time off according to CTO policy.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

**VII: QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

**Education:** Diploma in Purchasing and supplies Management/ Logistics Management.

**Experience:** 2 years of relevant work experience in a busy Logistics office preferably with an international NGO

**Certificate:** Microsoft Office applications

**Competencies**

- Sound background in inventory management, record keeping and experience in commodity reconciliation
- Good working knowledge of Logistics procedures, systems and WFP reporting
- Ability to work effectively in a multicultural team environment
- Flexibility and willing to adapt to changing environment
- Good communication and writing skills.
- Good Organizational and Planning skills

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_