



### Rapid Response Role Profile

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|---|---|
| Job Title                                     | Warehouse Officer                                   |
| Classification Level                          |   |
| Immediate Supervisor's Title                  | Logistics ERU Team Leader/ Supply Chain Coordinator |
| Number of Direct Reports<br>(if applicable)   |   |
| Number of Indirect Reports<br>(if applicable) |   |

#### Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Warehouse Officer, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

#### Job purpose

To manage all IFRC warehouse (all assets deployed in operation including IFRC and integrated PNS resources at a country level in-line with LPSCM strategies/ procedures and Warehouse Manual as well as other guidance, standards and processes to ensure a high-quality service provision that meets the needs of the Federation and service users with objectives of safety, environment and warehouse management.

### Role (Job Requirements)

#### Job duties and responsibilities

1. To implement and maintain Federation standard practices in warehouse management
2. To Implement and maintain International Federation standard practices in logistics procedures.
3. To implement and maintain warehouse security and safety procedures and systems.
4. Under management of RLU Dubai, manage warehouse facilities including receiving, storing and dispatching of goods.
5. To implement, maintain and follow International Federation standard warehouse practices and record keeping in accordance with audit trail standards.
6. To ensure the correct storage and rotation of stocks, as well as proper structural maintenance of warehouse(s) in view of maintaining all stocks in good condition.
7. To maintain accurate stock records and controls at all times; provide weekly and monthly stock reports to the Regional Logistics Coordinator based in OLPSCM and advice on warehousing issues.
8. To organize local labour to effect the timely and efficient reception and dispatch of goods within the warehouse as required.
9. Coordinate transportation, customs clearance and other formalities for incoming goods to ensure their timely receipt into delegation stores and/or warehouses.
10. To liaise and maintain timely communications with Regional Logistics Unit to ensure the timely and efficient receipt and dispatch of goods from the warehouse.
11. To liaise with relevant international, government and non-government organizations and collaborate with them where appropriate.
12. To produce regular, timely and accurate narrative and financial reports for the International Federation as agreed with Regional Logistics unit.
13. Support maintenance and implementation of the IFRC standard warehousing and logistics policies/practices.

14. Ensure proper filing of appropriate standard IFRC records for monitoring, controlling and reporting as well as maintain all records that are necessary for audits and inspections.
15. Contribute to production of regular, timely stock and narrative reports for the IFRC and donors.
16. Coordinate logistics functions with the National Society, integrating operations as far as possible.
17. Upon instruction from the Hub Logistics Coordinator or technical line manager, undertake field trips to support NS/IFRC programmes within logistics matters as well as to monitor and assess the progress of logistics component of all IFRC programmes.
18. Ensure compliance with the IFRC Code of Conduct and Fraud and Corruption Prevention and Control Policy when discharging duties under this role.
19. Support the dissemination of IFRC's Fraud and Corruption Prevention and Control Policy to all suppliers/service providers who engage with the Country Office.

#### Duties applicable to all staff

|    |   |
|----|---|
| 1. | Actively work towards the achievement of the Federation Secretariat's goals                         |
| 2. | Abide by and work in accordance with the Red Cross and Red Crescent principles                      |
| 3. | Perform any other work-related duties and responsibilities that may be assigned by the line manager |

### Profile (Position Requirements)

| Education   | Required | Preferred |
|---|----------|-----------|
| Basic Delegates Training Course, IMPACT or equivalent knowledge         | ⊙        |           |
| Logistics ERU training  | ⊙        |           |
| Relevant degree / logistics qualification                               | ⊙        |           |
| Budget Training   |          | ⊙         |
| Introduction to Cash Transfer Programming                               |          | ⊙         |
| Professional qualification in logistics or equivalent experience        | ⊙        |           |
| Experience  | Required | Preferred |
| Minimum 3 years professional experience in warehouse management         | ⊙        |           |
| Experience working as part of a team and staff management               | ⊙        |           |
| Experience managing budgets   | ⊙        |           |
| Experience with narrative & financial reporting                         | ⊙        |           |
| Experience developing action plans in emergency situations              |          | ⊙         |
| Assessment skills   | ⊙        |           |
| Experience training national staff                                      |          | ⊙         |
| Experience in managing and training staff/volunteers                    |          | ⊙         |
| Experience working for a humanitarian aid organisation                  |          | ⊙         |
| Red Cross/Red Crescent knowledge and experience                         |          | ⊙         |
| Knowledge & Skills  | Required | Preferred |
| Self-supporting in computers (Windows, spreadsheets, word-processing)   | ⊙        |           |
| Knowledge of communications systems (satellite phones, etc.)            | ⊙        |           |
| Valid international driving license for light warehouses (manual gears) |          | ⊙         |
| Valid heavy warehouse driving license                                   |          | ⊙         |
| Project management skills   | ⊙        |           |

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|--|---|--|
| Ability to work in a cross-functional environment            | ⊙ |  |
| Excellent communications skills including report writing     | ⊙ |  |
| Ability to work to tight deadlines and handle multiple tasks | ⊙ |  |
| Good understanding of financial process and budgeting        | ⊙ |  |

| Core Competencies                                  | Tier 1 | Tier 2 | Tier 3 |
|--|--------|--------|--------|
| Movement context, principles and values            | ⊙      |        |        |
| National Society Capacity Strengthening            | ⊙      |        |        |
| Coordination                                       | ⊙      |        |        |
| Assessment   | ⊙      |        |        |
| Direction Setting and Quality Programme Management | ⊙      |        |        |
| Information Management                             | ⊙      |        |        |
| Resource Management                                | ⊙      |        |        |
| Safety and Security                                | ⊙      |        |        |
| Transition and Recovery                            | ⊙      |        |        |
| Community engagement and accountability            | ⊙      |        |        |
| Protection, Gender and Inclusion                   | ⊙      |        |        |
| Environmental Sustainability                       | ⊙      |        |        |
| Collaboration and teamwork                         | ⊙      |        |        |
| Conflict Management                                | ⊙      |        |        |
| Interpersonal Communication                        | ⊙      |        |        |
| Cultural awareness                                 | ⊙      |        |        |
| Judgement and decision making                      | ⊙      |        |        |
| Motivating Others                                  | ⊙      |        |        |
| Personal resilience                                |        | ⊙      |        |
| Integrity  | ⊙      |        |        |

| Logistics Technical Competencies       | Tier 1 | Tier 2 | Tier 3 |
|--|--------|--------|--------|
| Supply Chain                           | ⊙      |        |        |
| Warehousing                            |        | ⊙      |        |
| Procurement                            | ⊙      |        |        |
| Transport and Warehouse Management     |        | ⊙      |        |
| Airport/Port operations                | ⊙      |        |        |
| Cash Based Intervention                | ⊙      |        |        |
| Market Assessment                      | ⊙      |        |        |
| Market Based Intervention              | ⊙      |        |        |
| National Society Logistics Development | ⊙      |        |        |
| Medical Logistics                      | ⊙      |        |        |

| Languages  | Required | Preferred |
|--|----------|-----------|
| Fluently spoken and written English  | ⊙        |           |
| Good command of another IFRC official language (French, Spanish or Arabic) |          | ⊙         |
| Other languages:   |          |           |