

AMENDED and REPOSTED* STAFF ASSISTANT (WAREHOUSE / RECEIPT & DISPATCH)

Post: RSD RLX 0060

Application Closing Date: 15 February 2018

Resolute Support (RS)

Location: HQ RS, Kabul, Afghanistan

Post – Local Civilian Hires (LCH) Grade – 3* (AMENDED)

IMPORTANT: This job announcement replaces the previous announcement posted on 15 January 2018. All the applications received for previous announcement will be disregarded. If interested, please re-apply for the new graded post.

Post Description:

The incumbent is responsible for the efficient operation of the Depot 26 warehouse receipt and dispatch of all Communication and Information Systems (CIS) material.

Principle Duties:

Responsible for the correct receipt, storage, maintenance, issue and stock control of Depot 26 supply inventory including repairable and non-repairable communications equipment.

Responsible for the custody, care and safekeeping of all Depot 26 property.

Responsible for the correct warehousing of depot stock, accurate labeling of stock locations and the proper environmental stockage of material.

Contributes to the general cleanliness of the warehouse facilities.

Must be capable of operating all normal warehouse handling aids including forklifts and heavy goods vehicles.

Responsible for the accurate input of information into the NATO CIS Inventory Management tool (ORACLE) and ensures that receipts and issues are processed in accordance with current Depot 26 procedures.

Files vouchers and Depot 26 related documents.

Responsible for tracking the equipment submitted to the repair cycle.

Responsible for the correct allocation of unserviceable equipment to either the internal Depot 26 maintenance shop or to external contract repairs facilities iaw NATO Communications and Information (NCI) Agency CIS Sustainment Support Centre (CSSC) procedures.

Responsible for preparing manifests and coordinating shipments to and from Depot 26.

Responsible for ensuring that property is properly packed for transportation.

Responsible for the accurate inventories of depot stocks.

Performs monthly and annual inventories as directed.

Loads and unloads CIS equipment within Depot 26.

Responsible for adhering to Resolute Support (RS) security regulations, safe working practices and fire preventive rules and regulations within Depot 26 and RS facilities.

Additional Duties:

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

Essential Qualifications:

Professional/Experience:

Must have a minimum of 2 years' experience with automated supply control procedures.

Must have a minimum of 2 years' experience in the operation of a warehouse.

Must have a forklift driving license.

Education/Training:

High school education with vocational training in supply chain management.

Language:

English: Satisfactory level of written and spoken language skills.

Note: The normal working language within the organisation is English.

Desirable Qualifications:

Professional/Experience:

Minimum 3 years' experience in the operation of a warehouse.

Minimum 3 years' experience with automated supply control procedures.

Personal Attributes:

Highly motivated with good interpersonal and communication skills.

Ability to take a logical and analytical approach to problem solving.

Work consists of day-to-day support and does not commit resources of the organisation.

Professional Contacts:

None or little professional contacts other than normal day-to-day relations at own level and with immediate associates & supervisor.

Work Environment:

The work is normally performed in a typical office/secure facility environment. Slightly Undesirable Conditions apply.

We only accept RS LCH Application Forms in word format and they should be sent to

local.vacancies@hq.rs.nato.int

PLEASE NOTE: ONLY THE OFFICIAL LCH RS APPLICATION, FOUND ON OUR WEBSITE WILL BE ACCEPTED. CV'S, RESUMES, CERTIFICATES SENT WITH THE APPLICATION FORM WILL NOT BE TAKEN INTO CONSIDERATION.

Additional Remarks:

An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, RS posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the advertising and contractual period.

Benefit Package:

Monthly salary of € 508.00 *(amended)

Meal Allowance of € 185.00 per month

If interested, please apply in accordance with the General Information for applicants provided through the following link:

<https://www.rs.nato.int/resources/site1/general/vacancies/generalinformationforapplicants.pdf>