

STAFF ASSISTANT (LOGISTICS ADMINISTRATOR)

Post: RSD RLX 0060
Application Closing Date: 26 May 2018
Resolute Support (RS)
Location: HQ RS, Kabul, Afghanistan
Post – Local Civilian Hires (LCH) Grade – 3

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 with a level of knowledge of CIS equipment sufficient to assess the suitability of equipment for issue.

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 storage of material.

Contributes to the general cleanliness of the warehouse facilities.

Must be capable of operating all normal warehouse handling aids including forklifts.

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.

Coordinate directly with NCI Agency CSSC on the submission of work orders and transportation requests.

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 NCI Agency 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 unload 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 organization at the same grade without there being any change to the contract.

Essential Qualifications:

Professional/Experience:

Must have a minimum of 3 years' experience with automated supply control procedures.

Must have a minimum of 3 years' experience in the operation of a warehouse.

Must have a national driving license.

Must have a forklift driving license.

Education/Training:

Secondary education in Logistics or vocational qualification in Logistics and Supply Chain.

Language:

English: Satisfactory level of written and spoken language skills.

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

Desirable Qualifications:

Education/Training:

Heavy Goods Vehicle (HGV) driving license.

Language:

English: Good level of written and spoken language skills.

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

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 / Warehouse / Secure Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorized as: No risk / risk might increase when deployed.

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

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>