



JOB OPENING (Re-Advertisement)

Workshop Supplies Technician Kakuma

Action Africa Help International (AAH-I) is a regional African-led non-governmental organisation that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and recently in Djibouti, AAH-I has over 25 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. More recently AAH-I has expanded its activities to work with other marginalised communities, including pastoralists and people living in informal urban settlements.

Department: Operations (Workshops Unit)
Reports to: Workshop Supervisor
Liases with: QA and QC Technician; Mechanics; Procurement
Duty Station: Kakuma, Kenya

Job Summary:

Reporting to the Workshop Supervisor the Workshop Supplies Technician will be required to manage the spare part store and support mechanical works when free. This will include stock management and supervision of spare parts movements and control of stocks; store organization and space utilization and reporting on stock utilisation. The role will coordinate with other key workshop staff to ensure that the spare part store is well managed.

Duties and Responsibilities

Store & stock Management

1. Workshop Spare Part Store Management
2. Manage the spare part store (Store organization and space utilization).
3. Manage the spare part stock (supervision of spare parts movements and control of stocks)
4. Responsible and to organize stock security (Accountable for the spare parts in stock in the stores).
5. Responsible for the completion of the workshop documents and other related matters according to SOPs recommendations.
6. Ensure and maintain proper inventory system(kardex) and all parts issued/received are reflected immediately on to the stock card on a daily basis.
7. Records all shipments of spareparts in-coming and checks with the packing list and provides information of any over, lost and damaged item.
8. Take the responsibility of the stock only on the base of an effective / documented and signed inventory.
9. Be the only person in possession of the store keys (copy are kept celled in a coffer).
10. Be responsible to complete properly the Reception Slip / Issuing Slip / Stock Cards from All other stock related documents (and to sign them if written delegation of responsibility from the Workshop Supervisor).
11. Keep and file a copy of each document relative to a stock movement or adjustment.
12. Be responsible for / Insure discipline and security in the Spare Part Store (Strict limitation of access in the Store).

Reporting

- a) Report immediately stock movement information to the LMIS and ICT officer.
- b) Establish strong working coordination with the workshop key staff (specially the Purchasing Officer to limit shortage and the LMIS and ICT Officer
- c) Transmit systematically and immediately to the LMIS and ICT Officer the required documents for registration in the database.
- d) Produce stock analyses, documents, and reports upon request of management.
- e) Inform immediately management of any fact that can have serious impact on the Spare Part Store activity.
- f) Establish permanent exchange with other workshop key staff.
- g) This job descriptions are not exclusive, it may include other task/job that may be assigned from time as a normal routine duties.

Store/Tool Management

- a) Organize and optimize the available store space to facilitate the storage and flux of parts in the store. Take appropriate action if space is becoming insufficient.
- b) Insure the proper cleaning of the store.
- c) Take appropriate actions to improve spare part storage in the perspective of an improvement of the stock management (in coordination with the workshop manager).
- d) Organize the security of the stock by taking all appropriate measures. Limit strictly access to the Spare Part Store to authorized staff (Workshop Supervisor and Store Clercs). No un-authorized persons should be allowed in the stores at anytime for the security of the stores and assets inside the stores
- e) Organize the transparent and efficient storage of old parts. Ensure that dispatching of spares to the sub- offices are done in a timely manner. Prepares all spare parts requisitions/receiving forms/way bills/issue vouchers and job cards duly filled before the parts are issued or distributed. Arrange and keep all parts/tools in a systematic manner so that easy accessibility are maintained and avoid duplicating orders.

Stock management

- a) Read and understand standard workshop SOPs / tools and system.
- b) Insure that SOPs / management and monitoring tools / Systems related to spare parts management are functioning.
- c) Insure the proper reception of parts.
- d) Insure the proper storage of parts and the management of locations.
- e) Insure the proper delivery / transfert of parts.
- f) Establish spare part purchasing request to recomplete the stock.

Stock control

- a) Establish strong collaboration with the LMIS and ICT Officer to insure that PMS stock is reflecting the physical stock (all documents properly registered) and the Purchasing service to anticipate receptions and accelerate purchasing request.
- b) Insure the daily stock control of moved parts (parts received and issued during the day)
- c) Insure a regular statistical control on a relevant % of the stock at least every 2 months.
- d) Organize 2 times a year a total stock inventory (external control to be organized by the Workshop Manager).
- e) For each control, proceed systematically with a stock reconciliation (balance between physical / stock card and PMS stock)
- f) Inform the workshop Supervisor of any discrepancies / trace causes / request the authorization for a stock adjustment. Make sure that stores information will not be revealed to non-AAHI person at any time- any critical information should not be release to un-authorized person for confidentiality and require approval from the office.

Qualifications, Skills and Competencies

- Relevant diploma in mechanical engineering or Grade 1 technician in mechanics / stock management.
- Relevant experience in supervising spare parts /tools/store of similar size.
- Advanced notions in computer literacy / data processing (Word, Excel, Access)
- Ability to work with the ERP system
- English read / written / Spoken.
- At least 3 years' work experience in a comparable position with references

Other knowledge, additional competences

- Sensitivity in handling and disposing of documents which may be important
- Reliability and good organisational skills, appropriate appearance and clothing

Application Instructions

Interested candidates should email application letters and CVs (with 3 referees) addressed to recruitkenya@actionafricahelp.org to be received by 18th April, 2019. The email Subject Line must show the job title of the position applied for. AAH-K is an equal-opportunity employer. We thank candidates for their high interest in the opportunities we publish on our website. Due to the high number of applications we receive, we will only get back to shortlisted candidates. AAH-K does not charge a fee at any stage of the recruitment process nor does it use recruitment agents. Selection will be done on a rolling basis.