

# Distribution Coordinator\_HGSF

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Supply Chain

Job Type: Fixed term, Full-time

## 1. PURPOSE OF POSITION

To ensure proper and safe custody, storage, and distribution of all food and non-food, cash, commodities entrusted to the care of WV by donors. The Distribution Coordinator is responsible for documentation of commodity transactions in the warehouse, including receipt, storage and delivery and distribution of all food commodities

## 2. MAJOR RESPONSIBILITIES

Time	Role Dimension / Major Activities	End Results Expected
40%	<b>A. Commodity Management</b>  1. Ensure that all commodities arriving at the warehouse and leaving the warehouse are <b>properly accounted for</b> .  2. Receive the commodities in the warehouse. Make	Comodities are smoothly handled, timely received and and well Managed.

sure to know in advance about the types and amount of commodities to expect in the warehouse so storage plan can be prepared before arrival of commodities.

**3. Scrutinize all**

**waybills** to ensure that the commodities are of **correct quantities and quality** as manifested on the waybill.

4. Immediately record all quantities delivered short (missing), quantities lost in transit and quantities damaged if any. All observations must be recorded immediately.

**5. Supervise loading and**

**off-loading** of the commodities make sure it is properly undertaken. Commodities must carefully be inspected and counted during off-

loading before accepting  
in the warehouse.

## 6. Immediately

**reconstitute** torn / loose  
/ slack / leaking /  
damaged bags, tins or  
cartons to prevent any  
further loss. Document  
such activity.

7. Maintain good  
warehousing standards.  
Storage of  
commodities must be  
done properly.  
Commodities must be  
stacked in an organized  
manner **by commodity  
type and by shipment  
number** to facilitate  
proper physical count

8. Submit the Food request  
timely to the donor

9. Report monthly any  
issues encountered  
during the distribution  
and monthly report  
submission

	<p>Be alert to observe any signs of weevils and other grain pests that damage the commodities during storage. Commodities must in good condition. Check for infestation and take immediate action by informing the Commodity Assistants.</p> <p>Unfit commodities must be stacked separately away from the sound stocks.</p>	
30%	<p><b>1. Commodity Accounting.</b></p> <p>1. Responsible to accurately fill and update all the warehouse records including <b>Ledger books, stack cards and stock control sheets.</b> Quantities recorded on these documents <b>MUST</b> correspond to the daily physical stock in the warehouse.</p>	<ul style="list-style-type: none"> <li>• Commodities in the warehouse are well taken care of and counted.</li> <li>• Warehouse documents are well recorded filled.</li> </ul>

2. Keep daily records of warehouse movement (commodities received and dispatched including the destinations).
3. Commodities shall NEVER leave the warehouse without prior approval of the Commodity Manager or his/her designee.
4. Loading of Commodities shall ONLY take place after receiving a LOADING AUTHORIZATION from the Commodity Manager or his/her designee.
5. Commodities leaving the warehouse MUST be accompanied by a waybill or a delivery note.
6. Unexplained warehouse losses is the responsibility of the warehouse supervisor and value of the loss can be deducted from the

	salary.	
30 %	<p><b>1. Reporting.</b></p> <p>Ensuring that warehouse reports are submitted to the head office by the 1st day of the following month latest.</p> <p>1. Prepare monthly Commodity Receipt Summary, Truck Inspection Reports, Dispatch summary, Loss Status Reports and Physical Inventory Reports at the end of every month. These MUST be submitted to the head office by the 1st day of the following month latest.</p> <p>2. Perform any other duty that may be assigned from time to time</p>	Reports are timely shared.

## 1. CORE COMPETENCIES FOR STAFF

### Be Safe and Resilient

I take care of my personal well-being and support others to do the same.

### Build Relationships

I treat others with empathy and respect so that trust grows, and we can speak the truth with love

### Learn and Develop

I create opportunities for myself and others to grow, strengthen competence and improve performance.

### Partner and Collaborate

I engage and influence networks of people beyond my role to make a bigger difference than we could alone.

### Deliver Results

I focus on and help achieve the things that matter most, with clear evidence of my contribution.

### Be Accountable

I exercise wise stewardship, showing sound judgment and integrity in the decisions and choices I make.

### Improve and Innovate

I seek and discover new and better ways of doing things, solve problems and turn ideas into action.

### Embrace Change

I approach change and the opportunities it offers with openness and courage, and I encourage others to do the same

## **1. KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's degree in Business Administration, Logistics, Supply Chain or related field
- Un minimum at least 2 years of experience in a related field preferably in with an NGO working in commodity programming and logistics
- Proficient Skills, Store Keeping, Logistic and Commodity Programing;
- A self-starter, with dedication and ability to work with less or no supervision. Must demonstrate willingness to learn and work with others as a team.
- Good command of oral and written French is a must.
- A mature Christian who shows a desire to serve humanity and to strengthen his/her relationship with the Lord.
- Assionate about the ministry
- Compatible with WV mission, ethos and core values.
- Must be a committed Christian, able to stand above denominational diversities.

### **1. Work Environment:**

- Regular field trips
- Work in an open space at the office



## 1. How to apply:

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **October 12, 2021**. No late applications will be accepted.

### Important Note:

- World Vision Burundi does neither use employment agencies nor does it charge money for recruitment, interviews or medical checks.
- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.