

Store Keeper – Assosa, Ethiopia

Company Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organization that runs philanthropic programmes as well as a for-profit arm, Pharo Ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results, and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia and Somaliland, and is now expanding operations in Rwanda and Kenya. The key strategic pillars for the philanthropic side of the Foundation are education, health, water, and agriculture. At the end of 2019, the Foundation also started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self-sustaining businesses, which focus on job and economic value creation.

The Foundation has a programme office in Assosa, the regional capital of Ethiopia's Benishangul Gumuz Regional State (BGRS), with plans to expand operations in the country. Since its establishment in 2016, the Foundation's programme office has been working on an integrated livelihood development program that covers agriculture, water, health, and education.

Headquartered in the UK (London), the Foundation has an operational head office in Kenya (Nairobi) with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa) and Rwanda (Kigali).

Position Summary

The Foundation is interested in hiring a competent and dedicated Store Keeper who will be placed within the Finance and Administration Department. The ideal candidate will be in charge of warehouse administration, maintenance of store records; and movement of goods and tools. We are looking for a person who is passionate about our work and who will enhance our efficiency in accounting for store records.

Role: Store Keeper

Location: Assosa, BGRS

Contract type: Permanent

Reporting to: Programme Finance and Administration Coordinator, Assosa – BGRS

Functional Relationships: Finance Officer, Procurement and Logistics Officer Assosa- BGRS, Store Keeper Pharo Boarding School Homosha.

Key Duties and Responsibilities

Administration

- Handle office utility payments.
- Be the main point of contact for all internal and external communications with regards to store movements and delivery of goods to the school.
- Ensure proper functioning and maintenance of the office equipment.
- Make photocopies and scan documents as needed.
- Manage office facilities and supplies, inventories, hotel reservations, incoming and outgoing letters/calls, etc.
- Communicate with and manage suppliers as per expected company standards.
- Conduct himself/herself in a professional manner and in a way that brings credit to The Pharo Foundation so as not to jeopardise the Foundation's mission.
- Other duties as assigned by the Line Manager.

Warehouse and Asset Management

- Understand and follow The Pharo Foundation Warehouse and Asset Management Policies and Procedures Guidelines.
- Ensure the timely delivery of supplies to respective Programs with the coordination of the Procurement and Logistics Officer.
- Maintain the inventory and prepare the reports on a regular basis.
- Replenish stock and ensure the smooth operation of the warehouse.
- Interact with suppliers in the receiving, inspection of goods and issuing of registration numbers.
- Receive the goods as per the description on the purchase order/request. Inspects goods upon delivery and rejects inadequate, broken, lower quality and other items not meeting the requirements of the order.
- Ensure access to the warehouse is limited only for authorized personnel.
- Issue, dispatch goods from the warehouse using the Foundation appropriate procedures: Store Release forms, Waybills and update Stock Records.
- Prepare reports of monthly stocks, fiscal year physical counts, and other physical counts, as guided by the Line Manager.
- Display bin cards on each item in the warehouse; and maintain stock cards for each item.
- Maintain manual and electronic copies of inventory list; as per formats and forms provided.
- Coordinate with the Procurement and Logistics Officer for transportation arrangements for dispatches.
- Generate the commodities movement waybills and gate passes.
- Ensure that all the assets are tagged and tracked.
- Responsible for issuing, receiving, dispatching, disposing of and controlling the movements of the assets at the program office and respective field offices (Menge and Homosha).
- Maintain files for distribution lists, hand over notes and any other process related to the school store
- Assist the Finance Officer and Procurement and Logistics Officer in the daily activities when necessary.
- Other duties as assigned.

Qualification Requirements

- BA Degree or Diploma with a major in accounting, finance, management, and related fields from a recognized university.
- Experience of working in finance, 3 years for BA degree and 5 years for Diploma holder.
- Experience of working in NGO is preferable.
- Proficient in computer skills particularly Microsoft Office, especially use of Excel.
- Good competency in the area of accounting and finance.
- Good verbal and written communication skills.
- Ability to manage and prioritize a varied workload and work to deadlines.
- Good command of English is required.

Personal Attributes

- Great attention to detail and a flexible approach to work.
- High professional and ethical standards.
- Positive outlook and outgoing personality with solid leadership, interpersonal and diplomatic skills.
- Structured and process oriented.
- Excellent time and project management skills with ability to balance multiple priorities.
- Motivated to learn and perform and not afraid to ask questions.
- Willing to challenge status quo and add value by introducing positive change.
- Excellent communicator and comfortable to work in a team environment.

Application Procedure

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

Please send the information listed below, as a single PDF file, to the following email address: **recruiting.et@pharofoundation.org**. Please indicate **"Application for Store Keeper - Assosa"** in the email subject line.

1. A detailed CV and Covering Letter,
2. A 500-word essay on the below:
 - a) What experience have you gained that makes you the most qualified candidate for the role?
3. One-page list of five references with current addresses, phone numbers, and email contacts.