

## **Warehouse Supply Stock Worker**

Post Number: IJC OPSDEP 0040

Application Closing Date: 01 November 2012

International Security Assistance Force (ISAF)  
Location: Kabul International Airport, Afghanistan  
Post - Local Civilian Hire (LCH) Grade - 5

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### **Post Description:**

Depot 26 provides depot level supply and maintenance for Communication Information System (CIS) under the NATO CIS Services Agency (NCSA), Joint Force Command Headquarters (JFC HQ) Brunssum and ISAF HQ Telecommunication guidance to meet Commander ISAF priorities of CIS supply, repair and asset distribution and to maintain property accountability. Worker is responsible to Chief Warehouse for the supply warehouse tasks.

### **Principle Duties:**

Helps the Chief Warehouse in all tasks related to warehouse activities to include receipt & dispatch, shipping and locating material on shelves. Will conduct periodic inventory (counting) of depot stocks.

Assist in the accounting for all ISAF owned Communications and Information System (CIS) property at HQ ISAF, Kabul Multi National Brigade (KMNB) and Kabul International Airport (KAIA) and PRT/FSB/RAC in accordance with NCSA instructions.

Responsible for the correct receipt, storage, issue, ordering and stock control of the total supply inventory including repairable and non-repairable communications equipment within the depot.

Responsible for the accurate input of information to the NATO Depot Support System (NDSS) computer in order that receipts and issues are processed in accordance with current procedures.

Responsible for preparing shipping manifests and co-ordinating shipments to and from Depot 26.

Deputy for the Repair/Exchange Specialist in his absence and must be capable of performing these functions.

Loads and unloads all supply property for the warehouse.

Performs routine and non-routine cleaning requirements for the Warehouse.

Will interact with other depot 26 staff both NATO Civilian and military.

### **Additional Duties:**

Performs other duties as directed.

May be required to travel for official duty within and outside ISAF joint operation area.

### **Essential Qualifications:**

#### **Professional/Experience:**

Must have experience with automated supply control procedures.

Must be competent in the use of Microsoft Outlook application.

#### **Education/Training:**

Will be provided necessary NDSS training at Depot 26.

**Language:** English: Good

**Desirable Qualifications:**

**Professional/Experience:**

Previous cleaning experience.  
Knowledge of warehousing methods and the NDSS and/or military logistics systems would be a distinct advantage.

**Education/Training:**

Must be literate and have a reasonable computer aptitude.

**Personal Attributes:**

Highly motivated with excellent interpersonal and communication skills.  
Ability to take a logical and analytical approach to problem solving.

**Contribution to Objectives:**

Essential to Signal Support Group and HQ ISAF CIS Support.

**Work Environment:**

Duties are performed on the military Compound.

We only accept ISAF Application Forms and they should be sent to [vacancies@hq.isaf.nato.int](mailto:vacancies@hq.isaf.nato.int)

**Additional Remarks:**

Only applications from candidates meeting essential requirements will be taken into consideration. An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, ISAF posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the contractual period.

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

[http://www.isaf.nato.int/images/stories/File/General\\_Information\\_ApplicantsCH1.pdf](http://www.isaf.nato.int/images/stories/File/General_Information_ApplicantsCH1.pdf)