



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

JOB OPENING STOREKEEPER Based in Kodok

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Kodok.

Main Duties and Responsibilities:

Warehouse and Stocks Management

- To ensure compliance with warehouse using FSS systems that are in place and operational.
- To ensure that warehouse is kept clean and meets safety standards at all time.
- To ensure proper storage and maintenance of items held in the warehouse.
- To ensure storage of goods (assistance, medical and stationary items) according to specification
- Organize and maintain good access to the goods with proper labelling.
- Keep records of expired dates and ensure adequate stock turnover.
- Organize physical stocks inventories according to procedures and rules.
- Performs spot checks regularly.
- Reports inventory differences without delay.
- Supervise correct and complete input of stock movements into database.

Order Management.

- Confirms the same working day to client/field the stocks availability of goods.
- Initiates partial shipment of goods available on stock depending on the degree of emergency.
- Initiates shipment procedures and arrange transport to the field.
- Provides full assistance to the client/field at all time, mainly independently.
- Informs any change of order immediately.
- Acknowledge good reception of goods quality and quantities control, report on irregularities.
- Dispatch of goods after reception to the concerned departments

Office Activities

- Report cases of any unusual request.
- Provide statistics and other reports/documents using FSS in place and operational.
- Perform necessary paperwork and assures follow up to administration and other departments.
- Ensure respect of Logistics and ICRC delegation procedures as well.
- Ensure cargo and documents are produced on time.
- Ensure filing of WB, PL and others documents are correctly filled according to filling procedures.
- Proposes improvements.

Minimum Required Skills and Qualifications:

- Secondary School or Equivalent (G.C.S.E or Standard Grade Exam)
- Additional vocational training in administration, logistics or storekeeping an asset
- Minimum 2 years of experience in Logistics, storekeeping, administration or similar position
- Conversational English and Computer literate.
- Skilled in the following competencies: Adapting & Learning, Team Work, Planning, Organization & Assessment; Communication (Ability to express views and ideas)

Interested candidates should submit their application clearly marked "**Storekeeper**" (including C.V. written in English) and copies of certificates at latest **Wednesday, 2nd of December 2015**

Either At the ICRC reception : Attn Administrator, Bor, Wau, Juba
Or By email to : jub_hr_services@icrc.org

Only short-listed candidates will be contacted.

