



ICRC

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



JOB OPENING STOREKEEPER II Based in Maiwut, Upper Nile

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 Maiwut, Upper Nile.

Main Duties & Responsibilities:

- Ensures compliance with warehouse using FSS systems that are in place and operational.
- Ensures that warehouse is kept clean and meets safety standards at all time.
- Acts as focal point for all activities in the warehouse and/or delegation.
- Ensures proper storage and maintenance of items held in the warehouse.
- Ensures storage of goods according to specifications; organizes and maintain good access to the goods with proper labelling; manages loaders assigned to warehouse activities.
- Keeps records of expired dates and ensure adequate stock turnover.
- Anticipates stock outage by applying a monthly order system ensuring the continued functioning of the operation.
- Anticipates need of fast moving and high-value parts to enable consolidated orders to Logistic centre.
- Organizes physical stocks inventories according to procedures and rules; performs spot checks regularly; reports inventory differences without delay.
- Supervises correct and completes input of stock movements into database; liaises with related logistics counterparts to enhance warehouse efficiency; 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 arranges transport to the field.
- Provides full assistance to the client/field at all time, mainly independently; acknowledges good reception of goods quality and quantities control, reports on irregularities.
- Dispatches of goods after reception to the concerned departments; provides weekly and monthly report on stocks
- Performs necessary paperwork and assures follow up to administration and other departments.
- Ensures respect of Logistics and ICRC delegation procedures as well.
- Organizes and dispatches the cargo and delivery notes to others departments and sub- delegations using Lotus Notes messages.
- Ensures cargo and documents are produced on time; ensures filing of WB, PL and others documents are correctly filled according to filing procedures; prepares activities for the helpers and loads.
- Develops and maintains a pleasant working atmosphere. Participates on appraisals; participates on conflict management.

Minimum Required Knowledge & Experience:

- 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 in English and Nuer, knowledge of Arabic and Amharic language is an asset
- Computer skills are an asset

Interested candidates should submit their application clearly marked **"Storekeeper II - Maiwut"** (including C.V. written in English and copies of certificates) at latest **Wednesday, 25th January 2017** to **The Administrator;**

either At the ICRC reception: **Juba, Wau, Bentiu, Bor, Rumbek and Maiwut**
or By email to : **jub_recruitment_services@icrc.org**

Only short-listed candidates will be contacted. Application files not retained will not be returned.