



ICRC

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

Approved

26/10/2016

23 OCT 2016

JOB OPENING
MEDICAL WAREHOUSE SUPERVISOR
Based in Juba

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 to be based in Juba.

Main Duties and Responsibilities:

- Conduct monthly inventories, and yearly physical inventory to ICRC specifications under the supervision of the mobile Medical Logistician; ensures proper storing of medical items according to pharmaceutical and ICRC requirements, especially regarding cold chain items and controlled drugs
- Lock the medical warehouse whenever all staff are absent, and establish an emergency key assignment policy (in case of his absence). Strictly monitors the access to the controlled drug substance area and to the cold room
- Ensures that cold chain equipment's are working properly and that daily monitoring is in place
- Ensures FIFO (for items with no expiration date), and FEFO stock rotation
- Ensure that cold chain shipments are properly prepared and packed
- Ensuring that storage and transport of medical goods complies with pharmaceutical laws and regulations in the country; Prioritizes the warehouse and dispatch daily work in collaboration with the resident assistant medical logistician and/or with the mobile medical logistician
- He coordinates medical shipment in strict cooperation with Transit Warehouse staff and Cargo Dispatch; Supervising the work of the storekeeper and storekeeper helper
- Count the number of parcels and sign the waybill for the truck driver; Record all the arriving consignments and issue an EF (Entry Form)
- Perform and/or supervise a complete entry inspection. Informs the mobile Medical Logistician and/or the resident assistant Medical Logistician of any discrepancies between the ePL and the physical consignment
- Ensure proper storage of all goods and protect them adequately from heat, freezing, water, fire, dirt, and vermin. Ensure that no goods are stored directly on the ground
- Ensure that temperature is checked in all storerooms and refrigerators, twice a day if the Beyond Wireless remote temperature management tool is not available or offline
- Ensure separate and safe storage of drug products under international control, medical gases and dangerous according to the medical logistics standards
- Ensure storage of all goods in order of their group/family, alphabetical, and within FEFO/FIFO. Ensure that every batch is furnished with an updated and signed bin card, Assign pick&pack tasks to the storekeepers
- Ensure that all the consignments are packed appropriately and marked with consignee, destination, requisition order number and parcel number; Issue PLs for all the consignments leaving the medical warehouse and liaise with Cargo Dispatch
- Supervise the loading of vehicles from the medical warehouse, ensuring that all the consignments will leave the medical warehouse with complete, correct and appropriate documentation.

Minimum Required Skills and Qualifications:

- Bachelor degree, some college coursework completed, an Associate Degree or equivalent, higher education degree in administration, logistic or similar field; Additional vocational training in administration, logistics or similar field
- Skilled in the following competencies: Adapting & Learning, Team Work, Planning, Organization & assessment, Communication (ability to express views and ideas), analysis & synthesis
- Minimum 2 years of experience: Advanced command of written and spoken English /Arabic
- Excellent computer skills. Team leadership skills; Rigorous and precise
- Strong sense of responsibility and adaptability; High organisational skills. Ability to work independently and to take Initiative; Good communication and negotiation skills

Interested candidates should submit their application clearly marked "Warehouse Supervisor" (including C.V. written in English and copies of certificates) at latest **Tuesday, 8th November 2016**

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

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