



South Sudan

Healthy lives. Measurable results.

Approved
RDC - Juba
Chen Zhanhui
11/08/17

50-11-3
Approved
M. H. H. H.
Lagat
11/8/2017

Hai Tong ping
Juba, South Sudan
www.psi.org

Position: Warehouse Manager
Location: Juba
Reports to: Business Operations Technical Advisor
Closing Date: 31st-August 2017

PSI South Sudan supports the Ministry of Health efforts to increase access to effective malaria prevention and treatment interventions, and works to scale up proven interventions and sustain coverage over time, and include: delivery of long-lasting insecticide treated nets (LLINs), artemisinin-based combination therapies (ACTs), and rapid diagnostic tests (RDTs), interventions in Point of Use water systems, strategic behavior change communications, and applied operational research. PSI uses multiple channels to deliver these interventions, including the public and private sectors and through community case management strategies. For more information, please visit: www.psi.org

Summary

The aim of this position is to ensure proper supply chain management function of the organization. And provide strong leadership to the team members, inventory & asset management.

Responsibilities:

Inventory Management

Ensure effective systems are put in place to track Inventory from the point of receiving, storage, dispatch and at partner or distribution level. Inventory movement and details must be tracked up until possible disposal level.

- Ensure the Warehousing Policies are up to date and all relevant personnel have access to them and they are amended as need arises.
- Coordination of effective commodity distribution to partners and sites
- Ensure accurate records and documents are maintained at the warehouse and proper filing system is in place
- Timely review of field stock reports and documents
- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Complies with local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.



Date:

11/8/2017

South Sudan HR - Dep't
Health Lives, Measurable Results



- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
- Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Effectively manage the packaging unit/function of Warehouse
- Continually maintain and enhance healthy, safety and security of the stored commodities and personnel in and around the warehouses
- Any other duties as assigned

Establish Effective Structures and Capacity Building

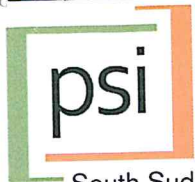
We need someone who can help us come up with an optimal departmental structure or team with clear career paths and succession plans. Promote succession planning through effective capacity building initiatives for the local and fellow staff members.

- Ensure staff grievances are handled or communicated timely to avoid work disruptions or poor output
- Mentoring of staff will be a key result area
- Performance management
- Perform training on a timely basis for the warehouse team

Qualifications:

psi Date: 11.08.2017
South Sudan HR - Dep't
Health Lives, Measurable Results



South Sudan

Healthy lives. Measurable results.

Hai Tong ping
Juba, South Sudan
www.psi.org

- At least 3 years of relevant Supply Chain and inventory management experience in a developing country
- Experience in Inventory Management is a requirement
- Experience supporting international development projects, including those funded by USAID, Global Fund and other international donor organizations
- Ability and exposure in engaging with other partners and government institutions will be desirable
- Superior communications skills, verbal and written, including the ability to engage effectively with staff at all levels
- Experience in data capture and management of records desirable
- Supply Chain Degree or equivalent strongly preferred
- Fluency in written and spoken English preferred

Interested candidates may apply via e-mail: jobs@psi-southsudan.org or you can drop hard copy of their CV, cover letter and list of referees to Reception's Desk at PSI South Sudan Juba Office reception.

PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.



Date:

11/8/2017

South Sudan HR - Dep't
Health Lives, Measurable Results

