



## NEW VACANCY ANNOUNCEMENT

**Job Title:** Warehouse Officer  
**Location:** Maban,  
**Reports to:** Logistic Coordinator  
**Start Date:** ASAP  
**Dead Line:** December 7, 2017

**About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

### Job Summary

The main purpose of this position is to manage the project Supply chain including the warehouse and overall supervision stock management for the project.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in supervision of the base activities that includes planning, implementation, coordination with team in Maban and as well as in Juba.
- Physical maintenance and upkeep of all warehouse and store space.
- Update the warehouse records for all the stock items.
- Makes sure shipments received from Juba are well recorded, GRN are prepared. Timely returning of signed waybills to Juba office.
- Close working with the program team for efficient movement of stock.
- Take strong consideration of SOP on proper storage of medicines, NFIs and other general goods.
- Makes sure the warehouse is well arranged and organized.
- Ensure RI reporting on stock management are taken care as per the set/agreed deadline
- Ensure that all stock is reconciled at least on a bi weekly basis.
- Ensure that all Relief International procedures are followed during all processes related to stock management and that suitable tracking systems are employed.
- Issue stock items to project staff in a timely manner
- Effective planning and organization of distributions in connection with the Project staff.
- Ensure that resources such as trucking and labor are utilized in most cost effective way.







- Assist the security team to ensure proper management of warehouse including security/staff safety
- To maintain proper mechanism of Store Issue Vouchers, Store Receive Vouchers, tonnage summary and stringent compliance of RI and donors
- Maintenance of warehouse inventory system including regular reporting of inventory to Logistics Coordinator.
- Establish and maintain good contacts with other programme functions as required.
- Liaison with program and logistics team.

#### QUALIFICATIONS AND JOB REQUIREMENTS

- Secondary school Certificate/Diploma in Logistic
- Must have high level of Warehouse experiences
- Must have NGO's work experience 1-3 years

#### Communication Skills

- Good Communication skills
- Fluence in English both oral and writing
- Must have high level of Arabic and Maban Language skills ,both oral and written

We would like to share Relief International's Values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### HOW TO APPLY:

Submit your applications letter include updated CV, copy of National ID Card, Academic documents and should be delivered to the Relief Intentional office in the following Locations:

**Juba** - Tongping Road, Behind US Embassy residence - Juba

**Gentil** - Gentil Office is Located in Southwest Maban County-in Yousif Batil, Road to Jamam, next to Gentil Hospital

**Bunj** - Bunj Office is located in Northeast Maban County; OR Send your application via Email to: [recruitments@ri.org](mailto:recruitments@ri.org)

All applicants will be required to register their names and the position they applied for when submitting the applications at the different offices.

