



World Vision®

***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children***

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

‘Female applicants are highly encouraged to apply’

Job title: Warehouse Assistant x 3
Reporting to: Logistics Officer
Location: Juba
Availability: As soon as possible

Purpose of the position:

To assist in planning , loading and Offloading of all Supplies, cleaning and Organizing of the Warehouse & control in an efficient, effective forward and reverse flow and storage of goods, services in order to meet the organizations program and projects implementation requirements.

Major Roles and Responsibilities

- Receive items /supplies & ensure that all the received items /supplies are verified physically against the supporting delivery documents / Waybills.
- Re arranges /Re packs all the Supplies / Items into boxes / Sacks for easy loading into Trucks or Aircrafts.
- Load all the supplies / Items appropriately to the field locations. Ensure right items, exact quantity have been Loaded as per the waybill/ supporting documents.
- Offload all the supplies / Items received from partners using Released Orders, like UNICEF. UNFPA, MOH correctly and ensure that the right items, correct quantities have been verified as per the waybill
- Ensure that the warehouse is kept clean at all times. Ensure that all items / supplies are accessible, easy to trace, including maintaining security of Supplies in the Warehouse.
- Place stock cards timely including updating the Stock Cards upon arranged items/supplies.
- Keep and maintain all logistics documents properly for record and future reference purpose .Maintaining proper filing of logistics documentations for record and reference purposes (GRN,

- Stock Requisition, Stock Cards, Waybills etc)
- Carry out physical inventory verification in the stores and warehouse periodically.
- Execute any other task as and when assigned by the supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Minimum Diploma in Warehousing / Logistics or in a related field.
- Must have at least have 2 years of working experience in a busy Warehouse, demanding work environment, preferably with an International NGO and or with UNMISS MOVCON UNIT.
- Physically fit with capability to carry at least 50 Kgs
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages (Arabic) spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to the locations indicated above.

Closing date for receiving applications is: 26th October 2018

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.