



## Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

**Vacancy:** Inventory Officer

**Reports to:** Flights & Transport Logistics Officer

**Duty Station:** Juba

**Start Date:** ASAP

**Deadline of Application:** 6<sup>th</sup> July 2017

### JOB PURPOSE

The Ware House assistant all SP Juba stores inventory, ensuring that all inventory is received, stored, released and recorded according to procedures set forth by supervisor. S/he will coordinate closely and directly with the flight logistician for packaging, weighing, labelling, loading and unloading of cargo on flight days and/or whenever delivery by a truck to the warehouse is being done. S/he will be monitoring the stock levels of Juba inventory, updating the packing lists and communicating to the fields.

This is a labor intensive position that may make the staff to exceed the normal work schedule especially on flight days and/or working over the week end.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain record of receipts and issuance of items out of the warehouse to ensure completeness and accuracy using the available store documents.
- Inventory Management (Reconciliation of Physical Stock with System Stock lists).
- Oversee the orderly arrangement of goods at the stores for easy storage, retrieval and confirmation as well as ensuring adequate physical protection of items in the warehouse.
- Undertake stock-taking/periodic stock confirmation in conjunction with designated staff on regular basis.
- Ensure timely and correct valuation of inventory.
- Supervise the offloading and arrangement of materials and consignment for easy identification and accessibility.
- Weekly reports of all activities in the warehouse such as materials/consignment received, quantity, present location, stacking number, point of collection, point of dispatch and outstanding balance to the Logistic and Procurement manager.
- Directly manage procedures for the handling (offloading, loading, Packaging and unpacking) and movement of items of stock in and out of the warehouses.



- Report any shortage. When dispatching cargo, ensure that you have proper documents in which case should be the packing list and way bill. If the item is issued to the sector within SP Juba, the stores release book must be used. If the item is dispatched to another project location, a release book has to be prepared and then the waybill.
- Prepare and organize loading plans giving proper attention and consideration for fragile items and advises the driver and the loaders on the order of loading based on the packing list advice and fragileness of the cargo. This is in coordination with the flight logistician.
- Report any discrepancies identified to the ALM who prepares and receives packing lists or to the flight logistician who receives and delivers cargo from and takes to the airport.
- Be the custodian of SPIR for tagging newly purchased assets and reporting to ALM
- Perform such inventory activities and procedures as directed by Superior
- Perform other job related duties as may be assigned.

**PREFERRED SKILLS/QUALIFICATIONS:-**

- Diploma in any discipline
- 1-2 years' experience in logistics/inventory management
- Strong organizational skills.
- Strong math skills.
- Possess a valid driving license
- Excellent attention to detail.
- Basic computer skills.
- Ability to work with culturally diverse groups of people.
- Proven ability to work independently.
- Good written and spoken English skills.
- Documents and Records Management
- Inventory Management
- Inspection
- Planning and Organizing

Approved  
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**How to apply:** Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of National ID card for clear nationality identification to Samaritan's Purse – Juba Office by **6<sup>th</sup> July, 2017**. Only South Sudanese applicants will be considered for this position.

Applications can also be sent via email to: [recruitsouthsudan@samaritan.org](mailto:recruitsouthsudan@samaritan.org)

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.