

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: MLT-2016/09/26/1

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title:	Warehouse Assistant
Report to:	Logistics Officer
Duty Station:	Melut
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	14 th October 2016, 5 PM EAT

Purpose of the post

A multi-skilled, hardworking and efficient Warehouse Assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures work in a methodical and tidy manner, process a comprehensive understanding of material/stock management techniques and inventory control methods and procedures.

Responsibilities and Tasks

- In charge of and responsible for DRC Warehouse. Reporting on weekly base to DRC Log Manager.
- Ensure DRC warehouse is managed according to DRC warehouse standards and records are kept for audit.
- Make periodic random checks during loading/unloading operations to ensure that commodities by the trucks confirm to the quantity record on the truck waybill.
- Ensure that all allocated food and non-food items are dispatch as per distribution plan formulated by the program section.
- Maintain accurate inventory count, perform end of day inventory count and submit reports to Logistics Manager.
- Ensure scientific method of storage is followed.

- Ensure 100% security of the warehouses and the commodities.
- Responsible for warehouse maintenance.
- Ensure total quality control (QC) of all stock.
- Undertake periodic physical verification of Assets and update the Assets register.
- Produce weekly Assets and warehouse report.
- Plan future capacity requirements.
- Assist in identifying alternate warehouse facilities in time of emergency.
- Ensure a professional conducts and collaborative working relationship to all staffs.
- Ensure a high degree of effectiveness and cost-effectiveness.
- Ensure orders and instructions given are followed meticulously.
- In addition any other work and responsibilities that the employer deem necessary in order to meet the demand of the overall mission and obligation of DRC.

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Post-secondary school certificate or training in Logistics. First degree will be an added advantage.
- At least one year experience in warehouse management in difficult and insecure context.
- Good computer skills as: Words and Excel.
- Good in English- speaking and writing.

Desirable

- Good communication skills.
- Reports writing skills.
- Stock management.
- Delivery of products.
- Stock taking analysis.
- Shipping and receiving practices.

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through jobs.southsudan@drc-ssudan.org copying hadmin.assist.mel@drc-ssudan.org.

OR

Submit your hard copy application to the Human Resource department to the attention of HR/Admin Assistant DRC-DDG Office in Melut.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as this position urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

