



Reducing deaths and suffering from Malaria and other Vector Borne Diseases in humanitarian crises

Call for Applicants!

Position: Warehouse Officer, Juba, South Sudan

The MENTOR Initiative is a UK registered charitable, not-for-profit, non-governmental organization working globally to reduce malaria deaths and suffering in humanitarian crises. With support from UNF and UNICEF, The Mentor Initiative will implement a programme in South Sudan targeting **Emergency Control of Malaria and other Major Vector Borne Diseases (VBD) amongst IDPs, and Vulnerable Host Communities in Conflict Affected areas of South Sudan.** The MENTOR Initiative works in close partnership with the MoH in South Sudan to build technical capacity and effective planning and responses to malaria and other VBDS.

DEADLINE FOR SUBMISSION: July 31, 2017

Overall Job Purpose: To assist the NGO functioning in all warehouse management activities

Location: Based in Juba.

Reporting to: Operations support Coordinator/Logistic Manager

Key tasks and responsibilities:

Equipment and Asset Inventory

- Update of all project equipment, ensured tracking according to the requirement in MENTOR asset list.
- Ensure correct Status update, Serial numbers, locations etc.
- Ensure all equipment updated have the unique Asset number as per the tracking list and put the tag accordingly
- Perform test on all equipment updated (especially laptop, phones, GPS etc) and provide a comprehensive report
- Provide regular monthly updated asset list for all mission assets reflecting the actual reality.
- Main systematic Filing (Soft/Hard Copies) for all equipment related activities and correspondence

Warehouse and Stock management

- Internal Requests reception and stock availability assessment
- Reception control of all stocks (both Local and International)
- Package and Dispatch requested Stock to the field (both Juba and the project sites)
- Responsible for all freights to and from the field (shipment Planning, booking and follow-up report)
- Perform General Project Orders in collaboration with the Logistics manager and the Field Coordinators
- Provide monthly report on stock and assets
- Main systematic Filing (Soft/Hard Copies) for all warehouse related activities and correspondence

Others:

- Work as part of an established team with excellent communication skills, team builder, flexible, adaptable and willing to work and travel in the field when required.
- All other tasks asked by the Operations support Coordinator, Country & Technical Director, if needed.

Requirement:

- Bachelor Degree or equivalent in Business Management, Technical Logistics or Procurement.
- 2 to 4 years of related experience with an international NGO
- Able to work as part of an established team with excellent communication skills, team builder, flexible, adaptable
- Good and strong command in computer skills and especially on Microsoft Excel
- Conduct all activities in an honest and trustworthy manner in the best interest of The MENTOR Initiative

Submit applications before the 31st July 2017, by e-mail to: mentorvacancy@gmail.com; or hard copy to: MENTOR Initiative, Hamza Inn Compound Block G, Plot No. 4 - Juba Town Area, opposite UNOPS Office or NOTOS; or MENTOR Initiative Sub Office. **Note:** due to urgent need to fill this vacancy, the position may be filled before the above mentioned deadline.

Send your application with Subject Line 'Warehouse Officer_Juba

Female Candidates are strongly encouraged to apply.

