

## NEW VACANCY ANNOUNCEMENT

**Job Title:** Storekeeper  
**Location:** Maban,  
**Reports to:** Warehouse Officer  
**Start Date:** ASAP  
**DeadLines:** 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.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in receiving and dispatches of the stock from the warehouses
- Physical maintenance and upkeep of warehouse and store space.
- Keep record of all entries and exit from store.
- Stock reconciliation at least on a bi weekly basis.
- Ensure that all Relief International procedures are followed during all processes related to drugs receiving/dispatching.
- Assist the clinic and other program staff to Issue stock items for clinics and project sites in a timely manner
- Identify the resources such as trucking and labor and are utilized in most cost effective way.
- Ensuring maintenance of warehouse inventory including regular reporting of inventory to technical coordinators and operations officer.
- Work with security team to enforce effective measures for safety of store.
- Establish and maintain good contacts with other programme functions as required.

### QUALIFICATIONS AND JOB REQUIREMENTS

- 1-2 years warehouse experiences
- Secondary/Diploma Certificate in storekeeper/warehouse

Other skills

Good communication



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- Computer skills(MS,MPP,Execel)
- Good Reporting skills

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.

