



## VACANCY ANNOUNCEMENT



<b>Job Title</b>	<b>Senior Warehouse officer</b>
<b>Job Location</b>	<b>Juba with Travels to the Field site of Ulang, Melut &amp; Agok</b>
<b>Reporting to:</b>	<b>Field Operations Manager</b>
<b>Supervisory Level</b>	<b>Warehouse Assistant</b>
<b>Posting Date:</b>	<b>13<sup>th</sup> August 2018</b>
<b>Closing Date:</b>	<b>27<sup>th</sup> August 2018</b>

### OVERALL DESCRIPTION

#### General Description of the Program

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Currently GOAL South Sudan is operating in 4 field sites; Twic County, Warrap State, Agok in the Abyei administrative area and in Ulang, and Melut/Baliet in Upper Nile State. GOAL directly implements a multi-sectoral programme addressing the root causes of poverty and poor health, and has historically responded to a number of emergencies. GOAL's holistic approach to addressing the poor health status of these populations includes the provision of curative care, reproductive health (RH), nutrition and Water, Sanitation and Hygiene (WASH) services, with complementary livelihoods programming to tackle the root causes of poverty. In addition, in recent years GOAL

has placed a particular focus on preventative medicine including community Health promotion and behavior change.

#### General Description of the Role

To manage stores / warehouse as per GOAL Logistic Manual. To support the Logistics department in GOAL South Sudan with regular travel to the field sites focusing on particular aspects as determined in liaison with the FOM, LC and ACDs. Provide support to store assistant in Juba and store keepers in the field offices about store management and reviewing current warehouse systems, capacity building and ensuring compliance and donor regulations.

### SPECIFIC RESPONSIBILITIES

#### Warehouse Management:

- Organize the warehouse in such a way that items are identified and located easily
- Arrange all items systematically based on the nature of items.
- Identify all items with stock codes as per the manual and with correct price and donor information
- To ensure all donation in kind are fully recorded following the stock management documentations process and recorded in the stock report, the stock database and the DIK report along with full valuation
- Identify obsoleted and outdated items and recommend for disposals
- To make sure that all incoming items are recorded on the GRN and outgoing items are recorded on the IRF
- Maintaining and reporting the Stock Monitoring Sheet as per reporting requirements.
- Responsible for ensuring that the stock checks are carried out in accordance with current policy.
- Liaise with the Procurement department on the receipt of supplies for the warehouse.
- Ensure that all stores documentation (GRN, stock cards, packing list, IRF, Delivery dockets) is maintained in accordance with GOAL policy.



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- Ensure items supplied are physically checked and are in accordance with the Purchase Order/Supply request specification and communicate any discrepancies during receipt.
- Liaise with Programme Managers during receipt of special/technical items to ensure that only items requested are received into the store.
- Record and document all items in the warehouse.
- Prepare and maintain operating schedules to avoid congestion or overload in the warehouse.
- Review returned copies of Delivery Dockets/Packing lists of items sent from warehouse to programme locations and highlight any discrepancies between dispatched and received.
- Prepare weekly and monthly reports for all items by programme and submit to the FOM.
- Ensure physical stock balances agree with balances on stock cards.
- Work closely with asset officer to register GOAL assets correctly
- Responsible for the safety and security of all items in the warehouse.
- Ensure that the warehouse is provided with suitable fire-fighting equipment and other basic equipment as per advice from the Safety and security officer,
- Supervise storekeepers and loaders on their daily work activities.
- Have accurate and neat recording or documentation
- Rove to field office and give necessary support to the field office warehouse officers
- Asses and review warehouse management practice in the field and give timely feedback
- Propose and recommend action to the LC and FOMs after the field visit
- Train warehouse assistant in general stock management
- Carry out performance appraisals for warehouse assistant as per GOAL HR policy and identify training needs.
- Manage leave plans for self and staff supervised to avoid gaps.

### KEY WORKING RELATIONSHIPS:

- **External:** Suppliers, other NGOs, Partners.
- **Internal:** Program managers/coordinators, Asset Officer, Procurement Officers, and Roving Log Officer.

### QUALIFICATIONS

- Degree, preferably in Business administration, Accounting, Economics or Supply chain management.
- Have a good knowledge of excel and internet services.

### Experience:

- Must have minimum of 5 years working experience in warehouse management with a reputable organization, ideally INGO experience.
- A movements/cargo or general logistics background knowledge is an added advantage.

### Skill & Abilities:

- Flexibility and ability to work under pressure.
- Honest, reliable and in good physical condition to meet the demands of the job.



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### **Equal opportunities**

GOAL practices and does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible however female candidates are encouraged to apply.

### **Child protection**

GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care and it undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount.

**Applications should be addressed to the Human Resource Department, Goal South Sudan office Munuki, Juba or alternatively email your applications to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) before 27<sup>th</sup> August 2018. Please note that only shortlisted candidates will be contacted. Do not submit original documents at this stage of recruitment. This is a national position therefore ONLY South Sudanese are encouraged to apply.**