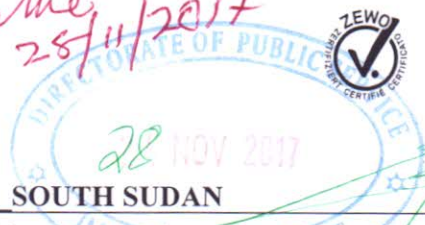


Approved. Initiative 28/11/2017



Vacancy Announcement

EMERGENCY PROGRAMME STORE KEEPER SOUTH SUDAN

Organisation & programme information	<p>Caritas Switzerland (Caritas) is a non-governmental aid agency and a member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles (NGO code of conduct). Caritas encourages people to take charge of their own fate and does this by promoting local initiatives that sustainably improve the living conditions of the socially disadvantaged, advocating the conservation of natural resources, supporting civil conflict resolution and peace building, cooperating with local partners and strengthening their own commitments.</p> <p>Caritas Switzerland works in Eastern Africa and the Horn of Africa with a focus on education, strengthening of civil society, food security and water, hygiene and sanitation. We operate an office in Nairobi; have Country Offices in Somaliland (Hargeisa) and South Sudan (Torit) and a Representative in Ethiopia (Addis Ababa).</p> <p>In South Sudan, Caritas Switzerland implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries. Among other things Caritas Switzerland builds water catchments and has a strong focus on sanitation and hygiene education and as well as teacher training, strengthening of parents/teachers associations and water management institutions. Caritas Switzerland is currently seeking a Store Keeper for our store in Ikotos for the emergency programme being implemented in Imatong State to respond to the humanitarian crisis.</p>
Position	Store Keeper
Reporting to	Emergency Programme Logistics Officer and Wash Manager
Workplace	Ikotos
Starting date	January 2018
Duration	3 months with a possibility of extension.
Key tasks & responsibilities	<ul style="list-style-type: none"> • Supervise the offloading and stacking of food and non-food commodities, in line with Caritas policies. • Supervise the off-loading and stacking of commodities, and report the same to the Logistics Officer. • Prepare internal loading authorities/instructions and issue waybills for outgoing consignments and certify receipt waybills in line with Caritas warehouse documentations and transactions practices. • Review delivery documents for incoming goods before off-loading ensuring originality with consignment. • Ensure that accurate and complete commodity accounting, reporting and internal control systems established are functioning and that all relevant records are maintained. • Ensure that Caritas commodity management standard systems are properly maintained at warehouses. • Assess the availability of space and prepare stacking/storage plans prior to the commodity arrivals in the warehouses. • Maintain records of the WASH and food for work commodities that are off-

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Quality management system
ISO 9001, Reg.-Nr. 14075
NPO-Label, Reg.-Nr. 22116

Doing the right thing

	<p>loaded at the warehouse.</p> <ul style="list-style-type: none"> • Ensure all incoming and outgoing trucks are well registered by the security guards at the gate. • Share consolidated daily warehouse report with the logistics officer and Wash Manager. • Carry out regular commodity physical random check/inventory in the warehouse. • Prepare the necessary process for commodity disposal in collaboration with the Logistics Officer. • Ensure that loading of food commodities is done on a timely manner meeting the required time deadlines. • Report on the quality, quantities of the received commodities and ensure that quantities dispatched as per consignor's documents match with quantities received and endorse Caritas standard commodity tracking documents; • Maintain clean and pest-free storing conditions. • Flexibility to perform other duties as assigned by the supervisor.
<p>Essential requirements & qualifications</p>	<p>MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</p> <p>Education:</p> <ul style="list-style-type: none"> • South Sudan School Certificate • Diploma Course in Stores Management. Training in Logistics will be added advantage. <p>Experience:</p> <ul style="list-style-type: none"> • At least three years of experience in a similar position with an INGO. <p>Language:</p> <ul style="list-style-type: none"> • Fluency in both spoken and written English and fluency in spoken Arabic. <p>DESIRABLE QUALIFICATIONS AND COMPETENCIES:</p> <ul style="list-style-type: none"> • IT skills in MS Word and Excel and use of email communication. • Knowledge of the local language would be an added advantage. • Organized, thorough with an eye for detail. • Good interpersonal skills.
<p>Application</p>	<p>Interested candidates must be of South Sudanese should submit ONLY the following documents by 4th December, 2017.</p> <ul style="list-style-type: none"> - Application Letter - Copy of certificate (s) - Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors and current remuneration. <p>DO NOT SUBMIT ORIGINAL DOCUMENTS OR ANY OTHER DOCUMENTATION, PLEASE. IF NEEDED, YOU WILL BE PERSONALLY REQUESTED TO DO SO.</p> <p>Please send your application to the southsudan@caritas.ch e-mail address stating Emergency Programme Store Keeper in the subject line. You can also hand deliver the</p>

	<p>application to the Caritas Office in Torit and the Water Department in Ikotos with the envelope clearly labelled CARITAS SWITZERLAND - STORE KEEPER APPLICATION</p> <p><i>Only shortlisted candidates will be contacted</i></p>
Website	www.caritas.ch