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VACCANCY ANNOUNCEMENT.

Job Title: Ware house Assistant.
Reports directly to: Senior Logistics Officer
Duty Location: Juba, South Sudan.
Length of Contract: 6 Months renewal ONLY depends on availability of funding.
Job Opened on: 18th April, 2018.

Relief International (**RI**) 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 JOB FUNCTIONS:

- Managing stock for both RI main warehouse at Bollare and small store in the office.
- Receiving deliveries for new procurement awards, issuing GRN and proper stock keeping in the warehouse.
- Physical maintenance and up keeping of warehouse and store space.
- Keep record of all entries and exit from warehouse/store.
- Stock reconciliation on monthly basis.
- Ensure that all Relief International procedures are followed during all processes related to drugs/general goods receiving/dispatching.
- Assist the staff to Issue stock items for office and field location in a timely manner.
- Managing cargo movement to the field location by UNHAS, RI chartered flights and through Logistics Cluster.
- Identify the resources such as trucking and labor and are utilized in most cost effective way.
- Ensure to maintain proper mechanism of Store Issue Vouchers, Store Receive Vouchers, invoices tonnage summary and stringent compliance of RI development mechanism.
- 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.





Requirements and Qualifications:

- At least two years of relevant professional work experience
- The ideal candidate should have a demonstrated interest in development and should possess a sound understanding of emergency organizations' general procedures
- Ability to work as both an individual and as part of a team
- Project oriented: planning, organizing, prioritizing, time management, conflict management and a proven ability to communicate within the team and other stakeholders
- Communication skills: good communication skills, with fluency in oral and written English are required. Must also have a high level of Arabic language skills, both oral and written.

Please note: Positions are open to South Sudanese nationals only.

Interested applicants should email Cover letters together with CVs to: Tayir Ayub at ayub@ri.org or recruitments@ri.org
Candidates can also submit their applications directly to Relief International's Juba Office Adjacent to VISTAS OFFICE, Behind Immigration Office-Tong Ping.

Include "**Ware House Assistant** – [NAME OF APPLICANT]" in the subject headline. Please also include your daytime contact.

Closing Date: May 14th 2018 (5:00PM Local Time)

Only shortlisted candidates will be contacted for Interview!

