



Vacancy Announcement

Concern Worldwide is a non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.

Job Title:	Assistant Store Officer
Department	Administration, Systems
Job location	Juba

Job Purpose

The Assistant Stores Officer, Juba is responsible for the effective and efficient management of the Juba Stores which comprise the main store in Bollore; the stationary and office supplies store, the high value store, the fuel store and the transit on the office compound.

Main Duties & Responsibilities:

Stock Management

- Planning for receipt of items by maintaining up to date records of SRs & LPOs/ contracts
- Receiving and releasing items from the stores, based on approved paperwork
- Verifying that goods received match the specification of what is require
- Verifying that goods, for example food & drugs, are in date
- Storing the items in an organized and tidy manner to ensure that items are not damaged while in storage and for ease of stock counts
- Verify stock levels regularly, as items are received or released
- Report to the relevant budget holders when minimum stock levels are reached
- Documents any loss, theft or damage to supplies

Maintaining Stock Records

- Issuing GRNs and GDNs for all items received/released from the store
- Maintaining stock cards up to date, for all items in stores
- Preparing monthly Stock Reconciliation Report and submitting it for review, in a timely manner

Manage Juba Stores

- Ensuring that the Juba stores operate effectively and efficiently

- Keeping the store clean and tidy, ensuring that all items are well stored
- Carrying out regular check and stock counts
- Maintaining DIK records for any DIK items received for Juba stores
- Collating DIK records from programme areas on a monthly basis
- Reconciliation DIK records quarterly with donors
- End of year final reconciliation of year final reconciliation of DIK with donors
- Perform other duties as assigned by the line manager

Required Education Qualification and Experience

Relevant Diploma & at least three (3) years relevant professional experience

Technical Skills

- Strong organizational and planning skills
- Self-motivation & initiative
- Good communication skills with fluency in English
- Ability to work with minimum supervision
- Computer literate in Microsoft word and Excel

Competencies

Managing yourself- Holds an awareness of won abilities and areas for development; adapts and uses ability to work well with others and to help achieve Concern's objectives

Communication and working with others- Uses the most appropriate channel to share information with others both inside and outside Concern; adapts the message to meet the communication needs of the audience.

Delivering results- Systematically develops plans towards achieving Concern's objectives and delivers on commitments, uses appropriate techniques to help achieve agreed objectives

HOW TO APPLY

The position will be based in Juba, Jubek State This **position is ONLY open to South Sudanese Nationals.**

Closing date for receiving applications will be **10th February 2017.**

Interested Candidates are requested to submit their Cover letter, Update CVs and scan copy of their nationality ID to:

Concern Worldwide South Sudan
P.O.Box 104
Airport Road Juba, South Sudan
Email: vacancies.juba@concern.net

