



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB ADVERTISEMENT **Dispatch Warehouse Supervisor** **Based in Juba**

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organisation whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

The Warehouse Supervisor ensures that general warehousing activities are properly carried out in line with standard operating procedures (SOPs). S/he organizes and plans the warehouse's activities and directly manages storekeepers and helpers.

S/he replace the Warehouse manager when absent.

Main Duties and Responsibilities:

General Duties

- Understands and adheres to the seven Fundamental Principles of the International Red Cross and Red Crescent Movement
- Understands and adheres to the ICRC Code of Conduct
- Understands the roles of the components of the International Red Cross and Red Crescent Movement
- Respects and observes staff regulations and security rules at all times
- Represents the ICRC in a professional manner at all times
- Develops and maintains a pleasant and conducive working environment with colleagues and line managers
- Performs all duties with the highest level of confidentiality in the interest of the employees and the ICRC
- May be asked to perform tasks not covered in this job description and to provide support to other departments when necessary

Accountabilities and Responsibilities

- Ensures that goods are received, stored and dispatched according to procedure; immediately reports any problems or discrepancies
- Ensures that DGR are managed according to IATA regulation
- Ensures proper recording of incoming and outgoing goods at DWH, follow delivery/reception of air cargo with field/requesters
- Ensures that warehouse space is well utilized and makes recommendations for layout changes
- Ensures that goods are properly segregated within the warehouse
- Ensures that warehouse regulations are applied
- Ensures that there is proper pest control and hygiene in the warehouse.
- Records information in the logistics IT system.
- Ensures that bin cards and stock cards are kept up to date
- Provides statistics and other reporting

Only short-listed candidates will be contacted. Application files not retained will not be returned.



People Management Responsibilities

- Understands and supervises the Performance Management & Development (PMD) activities for employees under their supervision
- Makes sure that deadlines for the PMD cycle are met
- Engages in ongoing and continuous feedback and support, particularly for employees under their supervision, but also other staff members
- Organizes regular meetings within their team to ensure optimal coordination of the work and proper flow of information
- Ensures that job descriptions for employees under their supervision are up to date; seeks feedback and support from the HR Department if needed
- Plans and coordinates the annual leave of the employees under their supervision ensuring continuity of the operations throughout the year and making sure that there are no outstanding holiday balances at the end of the year
- Coordinates and supports the employees under their supervision in their personal development by coaching and advising them on internal and external training and development possibilities

Minimum Required Skills and Qualifications

- University degree (Bachelors or technical degree in logistics) or equivalent experience. Good command (spoken and written) of English and Arabic.
- Computer literacy.
- Four years' work experience in a similar field.
- People-management experience.

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Dispatch Warehouse Supervisor**" (including C.V. written in English) and copies of certificates at latest **Thursday, 25th April 2019** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

or By email to: jub_recruitment_services@icrc.org

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