



Job Announcement-Warehouse Manager

Department: Logistics
 Location: Maban - South Sudan
 Date of Advert: 12/12/2017
 Closing date: 1/4/2018

Approved
 Labour PRs
 11 DEC 2017
 11/12/2017

JOB PURPOSE

The Warehouse manager assists the Area Logistics Manager for warehouse management intended for program implementation in the area. S/He should ensure compliance of all logistics operations under his/her responsibility with ACTED logistics & donors' procedures, best practices & national regulations, with an emphasis given to the value for money principle. S/He will also provide technical support and capacity building to the logistics staff in country.

CHAIN OF COMMAND

Hierarchical: Area Logistics Manager

Supervises:

- Warehouse officers
- Storekeepers if needed

WORKING RELATIONS

Internal: Logistics Officers, Maban Coordination team, Finance Officer, Project Manager, FLATS Officer

External: partner organizations, authorities, suppliers and service providers

OBJECTIVES

1. Improve the management and tracking of goods received in Maban
2. Improve the physical handling of goods within the warehouses and during receptions
3. Put in place a systematic coordination between program and logistics teams to ensure that project stock is known at all times by the program teams
4. Build the capacity of the warehouse staff (officer and storekeepers) and the rest of the logistics team
5. Create systems to ensure the sustainability of the above objectives

RESPONSIBILITIES

Stock Management

- Ensure that ACTED stocks & delivery guidelines are applied in the area at all times
- Contribute to optimize the use of warehouses/storage space based on the needs in the area as well as to identify the need for and potential additional space. Ensure premises are furnished, made secure for use and maintained
- Contribute to maintain and disseminate a monthly stock report for every project
- Handle periodic inventories, and clear stock discrepancies in a documented manner. In particular, create systems to ensure that inventories are held regularly and consistently with



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minimal management of the warehouse team.

- Support the efficient and exhaustive circulation, filing, and archiving of stocks and deliveries documentation as detailed in ACTED logistics manual (Stock reception vouchers, stock cards, stock exit forms, etc.)
- Follow-up deliveries of goods procured by the procurement team based on contractual terms. Liaise efficiently with suppliers for timely deliveries in particular, or efficient solving of any unexpected issue
- Contribute to anticipate & mitigate delivery risks such as: transportation, legal authorizations, custom clearance, quality check, etc.
- Support efficient planning for deliveries to the project teams, and contribute to maintain a regular information stream toward Project Managers about their stock levels & expected lead-times
- Contribute to ensure the exhaustion of stocks before the project ending dates and to provide projects final stock reports to the ALM as per donors' guidelines
- Contribute to ensure goods transportation means are secured such as rental trucks, ACTED vehicle...

Delivery (Transport) Management

- Support the identification of transportation solutions for needs that can't be covered by ACTED fleet, taking into account opportunities made available through the humanitarian community (log cluster, UNHCR, etc.)
- Contribute to coordinate stock transfers or deliveries accordingly by developing coordination tools such as timetables, operational meetings, etc., in close coordination with the ALM
- Support loading and offloading of goods
- Support administrative requirements toward customs and any other local authority when transporting goods/staff

Contribute to logistics staff capacity building

- Train and build capacity of the logistics staff; identify staff with potential
- Support coordination between the logistics team and Project Managers and Technical Coordinators to facilitate effective, efficient, and timely program implementation

REQUIREMENTS

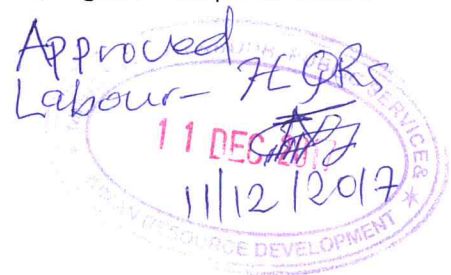
Experience:

- 2 years of experience in a warehouse position and at least 2 years in a managing position similar position
- Bachelor's Degree in Logistics and Supply chain Management, Logistics and procurement Management

Skills:

- Perfect writing and speaking of English
- Strong knowledge of EXCEL
- Ability to work efficiently under pressure

Quality:





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- Curious and willing to learn
- Desire to work with and learn from people of wide experience and educational background
- Team player

Submission of applications:

Application Written in English, should include a resume, a cover letter and three professional references. Candidates are not encouraged to submit original academic documents as it will not be returnable. Applications should be submitted either by email to juba.adminassist@acted.org or gendrassa.administration@acted.org or hard copy delivery to ACTED Country Coordination Office in Hai-Cinema next to Solidarity International-Juba addressed to HR/ADMIN Department. Indicate the position clearly applied for at the right corner of your envelope.

This position remains open until a suitable candidate is obtained. Due to the volume of application materials, only shortlisted candidates will be contacted for interviews.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply.

