



**ICRC**

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



**JOBADVERTISEMENT**  
**OFFICE CLERK - MEDICAL LOGISTICS (3 Positions)**  
**Based in Juba**

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Juba.

**Main Duties and Responsibilities:**

- Responsible for picking and packing of medical items for distribution from ICRC medical warehouse in Juba to the field
- Filing of all processed documents.
- Participates in Inventory Exercise.
- Receiving/picking tickets from the storekeeper/supervisor.
- Pick ordered medical items from shelves and pack them according to their nature.
- Update the bin cards.
- Verify picked quantities against picking tickets.
- Weigh and measure packages and record the weight and dimensions on the picking ticket.
- Label the packages accordingly.
- Record the packaging list on the register and forward them to the supervisor for endorsement.
- Responsible for all packages until they are taken to dispatch.
- To ensure that all processed documents are filed accordingly.
- Participates and leads a team of internal inventory counts every months.
- Installing and reporting any alarm from the ICE3 & ICE3 extra (Beyond Wireless: the remote temperature monitoring system) at the medical warehouse.

**Minimum Required Skills and Qualifications:**

- Minimum Certificate of Secondary Education
- Certificate in Stores Management or its equivalent
- Good oral and written English
- Computer literacy
- Minimum 2 years working experience in a similar position
- Ability to work in a team
- Flexibility and able to work under pressure
- Good communication and organisation skills
- Accuracy and precision

Interested candidates should submit their application clearly marked "**Office Clerk II – Medical Logistics - Juba**" (including C.V. written in English and copies of certificates) at latest **25<sup>th</sup> September 2017** to **HR Manager**

**either** At the ICRC reception : **Juba, Wau, Bor, Rumbek**  
**or** By email to : **jub\_recruitment\_services@icrc.org**

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