

MSF Switzerland (MSF-CH)

JOB VACANCY – Warehouse Supervisor

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial 6 months Fixed Term Contract and Trial Period of 3 months.

Position: Warehouse Supervisor

Number of Vacancies: 1 position

Location: Mayen Abun, Twic County, Warrap State



Scope of responsibilities:

Planning and supervising the execution of the Warehouse and Stock Management activities in the project or capital according to **MSF** protocols and standards in order to ensure the optimal functioning of the mission.

Main tasks:

- Planning and supervising on a day-to-day basis the Warehouse and Stock Management activities in the project or capital, ensuring compliance of **MSF** standards, protocols and procedures. These activities include but are not limited to the following:
 - Physically and administratively managing medical and non-medical stocks in conjunction with the supply officer and the stock owners and assuming responsibility for the warehouse and its contents
 - Ensuring that all necessary tools and management procedures are in place in order to avoid stock ruptures, losses (expiries, damages due to bad storage conditions, temperature breach) and excess stocks. Regularly checking inventory levels (physical counts), keeping inventories up to date and monitoring consumption
 - Checking, recording and arranging the goods received and ensuring the availability of a wide range of items for various projects and departments (medical supplies, food, spare parts, tools, equipment, etc.)
 - Ensuring that all items are well organized and correctly stored according to their specificity, well protected, fully identified and easily accessible (cleanliness, security, access, etc.)
 - Supervising the team under his/her responsibility including the definition and planning of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule and organizing and leading team meetings
 - Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Performing delegated tasks according to his/her speciality and as specified in his/her job description

Specific Accountabilities

Implement standard processes and procedures for project warehouse and stock management activities. Ensure that stocks and shelves are properly arranged chronologically, labeled, mapped, packaged, and sealed.

- Planning of daily warehouse activities and ensuring that storekeepers know their weekly tasks.
- Supervise the reception and dispatch of logistic orders and ensure proper documentation of (signed) hardcopy documents (IR, PL, PO, Reception, DO, Loan/donation agreements, etc.) and filing them in the designated folders.
- Ensure good storage and distribution practices, identifying and reporting stock at risk of rupturing or expiring. Prevent stock discrepancies (theft or damage) and investigate any discrepancies.

- Ensure the implementation of monthly cycle stock counting, full inventory (according to chronogram) all stocks (Log, Spare part and NFI), regular stock checks and keep stock discrepancy rate below 5%.
- Ensure the data quality and accuracy of the UF warehouse interface through constant monitoring and routine checks.
- Ensure that all stock movements pass through UF and have correct approval, including back-up / reference documents (such as an IR) and that this stock movement is filed and administered completely.
- Ensure that all required information is correctly and entirely recorded on the stock cards by storekeepers (Product specification, MSF code, batch number, expiry date, received or issued date, stock balance, in, out and reference number of reception and delivery documents). Ensure that information on stock cards are in tandem with database.
- Supervise and ensure that storekeepers do proper and correct reception of items in line with quantity, quality and specifications contained on PO (For Local Purchase) and PL (for IOs). For shipments out of the project, supervise and ensure that storekeepers do proper and correct picking, packing and labelling of items.
- Improve the quality of warehouse documentation, archiving, communication and reporting.
- Prepare accurate monthly stock reports (MSRs, SMS, TSR) and timely sharing with stock owners + Coordination before the 2nd of the succeeding month.
- Provide coaching and training for storekeepers to enhance their capacity. Ensure job descriptions are updated, SMART objectives are set and appraisals are conducted for storekeepers

• **Recruitment criteria**

Education:

- Secondary education.
- Desirable warehouse management related studies

Experience:

Experience as a Warehouse Manager and/or experience in MSF Logistics department.

Languages:

English language essential, Dinka language desirable.

Knowledge:

Basic mathematics and use of measuring equipment. Computer literacy.

Competencies:

Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility, Commitment to MSF Principles, Stress Management.

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. **The deadline is no later than 23 May, 2025**

<https://bit.ly/Ware-H>



Or submit your CV and certificates in an envelope with your name and date & position for which you are applying. And put it in the CV box outside the gate MSF Office, Mayen Abun.- **Possession of Labour card is an added advantage**

Only short-listed candidates will be contacted. Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

MSF is committed to achieving workforce diversity. And we are committed to achieving a balanced gender distribution and therefore we encourage women to apply

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Twic HR Manager** at the **MSFCH office in Mayen Abun**.



Ch A-K. P/O

08-05-2025

