



South Sudan Mission

## VACANCY NOTICE

Action Against Hunger is a non-governmental organization that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices, food security and livelihoods; water, sanitation and hygiene and advocacy

Action against Hunger USA is currently looking for a highly motivated and committed candidate to fill in the position of **Logistics Assistant-Warehouse. (1 Position)**

Position open date: 16<sup>th</sup> March 2021

Closeting date: 29<sup>th</sup> March 2021

Starting date: ASAP

Duty Station: NBEG South Sudan



Objective 1	Stock management in the field
Tasks & responsibilities	<ul style="list-style-type: none"><li>Ensure that all the warehouse documents in accordance to the Kitlog are updated and in place including Stock Cards, Bin Cards, SROs etc.</li><li>Perform the inventory once every three months (or as described in Kitlog) of all the warehouses;</li><li>Assist in monitoring expiry dates of drugs &amp; food and ensure these are reported appropriately</li><li>Ensure that Action Against Hunger Kitlog storage procedures are respected</li><li>Identify the items entering and leaving and check the quality, quantity and documentation;</li><li>Report any problems with quality, quantity or documentation immediately</li><li>Update the SFU on a daily basis, submit weekly to Logistics Officer</li><li>Restrict entry into storage facilities and keep keys for the storage facilities;</li><li>Manage the reception and storage of IKDs, especially IKDs from WFP and UNICEF and ensure that all documentation are properly filed</li></ul>
Objective 2	Monitor Stock Utilization
Tasks & responsibilities	<ul style="list-style-type: none"><li>Observe the minimum stock balances to anticipate any shortage in rolling stock and report it to the Logistics Officer;</li><li>Review monthly the minimum stock balance according to consumption;</li><li>Pay particular attention to use-by dates of food and medicine, ensuring proper stock rotation. Advise Logistics Officer whenever expiry dates are approaching (within 2 months);</li></ul>



	<ul style="list-style-type: none"> <li>Carry out monthly physical inventory of all items in stock and submit SFU to the Logistics Officer</li> <li>Identify stock that is not being utilized for over 3 months and report to Logistics Officer</li> <li>Ensure that programmes stock is released from the warehouse before the end date of the grant it was purchased on.</li> </ul>
<b>Objective 3</b>	<b>Supervise cargo delivery and shipments:</b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>Assist in preparation and dispatch of products and equipment;</li> <li>Ship canceled and damaged items back to vendors as appropriate ;</li> <li>Complete various dispatch documents (delivery/reception notes, packing list, etc.) as per Kitlog;</li> <li>Maintain accurate records for all movements of stock, in and out of the warehouse, including required documentation in accordance to the Kitlog;</li> <li>Handles and documents storage and transportation of hazardous materials</li> <li>Directly supervise the process of loading and offloading, including casual worker request, attendance sheets and ensuring timely payment is made.</li> <li>Responsible to create and share Procurement Lines (PLs) for NBeG log procurement in LINK</li> </ul>
<b>Objective 4</b>	<b>Manage the storage conditions:</b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>Remove infected and expired products and inform line manager;</li> <li>Ensure separation of food and drugs products from other products;</li> <li>Report any leakages, rodents or infestation</li> <li>Maintain the warehouse dry, clean, secure, safe, and pest free</li> <li>Immediately report to the Logistics Officer for any damaged or missing items.</li> <li>Assist the field teams in keeping the stores in the same neat condition.</li> </ul>
<b>Objective 5</b>	<b>Assist in management of nutrition supplies and drugs for Stabilization Cente</b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>Make sure that the IKD are received and dispatched in accordance with all guidelines</li> <li>Ensure that all IKDs must be registered in the IKD follow up</li> <li>Ensure that SC drugs store room is organized, stock cards updated, stock report produced and submitted as part of monthly logistics reports;</li> <li>Follow up on OPT sites and SC and ensure that stock management is up to date and accurate;</li> </ul>
<b>Objective 6</b>	<b>Supervisory Responsibilities:</b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>Based on the assignment area and the diverse nature of work and services to perform, she/he will supervise the work of drivers and casual loaders where applicable.</li> </ul>
<b>GENDER EQUALITY COMMITMENTS</b>	
<ul style="list-style-type: none"> <li>Foster an environment that supports values of women and men, and equal access to information.</li> <li>Provide a work environment where women and men must be evaluated and promoted based on their skills and performance</li> <li>Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status</li> <li>Value and respect all cultures.</li> <li>Promote and uphold the PSEA policy and procedures</li> </ul>	
<b>INTERNAL &amp; EXTERNAL RELATIONSHIPS</b>	



INTERNAL	<ul style="list-style-type: none"> <li>▪ Liaise and maintain good relationship with the Program, Finance and HR Department</li> </ul>
External	<ul style="list-style-type: none"> <li>• Interact with suppliers, at some level local institutions and casual service providers</li> </ul>

## REPORTING RESPONSIBILITIES

- Ensure that all warehouse and stock management files are updated and properly filed in the field;
- Update the SFU on a daily basis, submit weekly to Logistics Officer;
- Prepare and submit accurate and timely Monthly Warehouse Report including but limited to base SFUs, and IKDs to Base Logistics Officer.

## POSITION REQUIREMENTS

### QUALIFICATION

- High School certificate or School certificate with professional experience in logistics.
- Minimum 2 years warehousing experience, preferably in a Humanitarian sector, Commercial experience dealing with containerize goods also highly regarded.

### SKILLS & EXPERIENCE

- |           |   |
|-----------|---|
| ESSENTIAL | <ul style="list-style-type: none"> <li>▪ 3 years INGO experience in humanitarian and complex emergencies</li> <li>▪ Good working knowledge in logistics and related field (Supply chain) is recommendable</li> <li>▪ Strong communications and capacity building skills, with excellent verbal and written English</li> </ul>   |
| PREFERRED | <ul style="list-style-type: none"> <li>▪ Good working knowledge of Computer, particularly Word and Excel Computer skills</li> <li>▪ Willing to work occasionally during evening hours, weekends and to carry out field visits at short notice if required</li> <li>▪ Good report writing skills</li> <li>▪ Previous experience working with INGO or UN agencies in similar or related role is preferred.</li> <li>▪ Proven knowledge and experience of logistics core competencies</li> </ul> |

To apply, send your application with CV, Cover letter and three professional references only to Action Against Hunger, **Aweil** or **Malualkon Office** or through this email [recruitment-mln@ssd-actionagainsthunger.org](mailto:recruitment-mln@ssd-actionagainsthunger.org) specifying "**Logistics Assistant-Warehouse**" in the title of your application letter.

The deadline for receiving application is **Monday 29<sup>th</sup> March 2021**.

**NB:** This is subject to donor funding and the position will be field based.

**Female candidates are preferred and strongly encourage to apply!**

Approved by   
 Director  
 Department of Labour, Public Service  
 & Human Resource Development  
 16 MAR 2021