MSF SPAIN IS OPENING THE RECRUITMENT OF: WAREHOUSE SUPERVISOR (1)
(BASED IN MALAKAL/ FIXED TERM CONTRACT / LEVEL 6)

In line with our Strategic Orientations, we are actively seeking to improve the gender balance in the organization, females are strongly encouraged to apply.

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

Main Purpose
Control and monitor medical and non-medical stocks and assets, ensuring that storage is carried out under optimum conditions as well as the in and outs and repairs and according to **MSF** protocols, granting efficiency and accountability.

Accountabilities

- 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.

Approved by Director of Labour office

Context Specific Accountabilities.

Warehousing

- Ensure accurate maintenance of stock records and inventory tracking by guiding the Storekeeper in their daily tasks.
- Plan space utilization and storage systems.
- Ensure the safety, security, and cleanliness of the warehouse.
- Manage the layout of the reception and dispatch areas to ensure smooth operations.
- Coordinate with procurement, transport, and project teams.
- Implement warehouse policies and procedures.
- Organize a weekly distribution plan
- Deliver goods according to the FEFO (First Expired Out) and/or FIFO (First in First Out) principles
- Organizes and sets up the storage area (cleanliness, security, access, etc.).
- Ensures that reception/dispatch area and the storage area are kept perfectly clean and tidy.
- Ensure security and safety (lock door, only authorized people are allowed to get in warehouse).
- Ensure that items are organized appropriately, arranged on shelves and pallets with labels, stored correctly, well protected, fully identified, and easily accessible, while considering (cleanliness, security, and access etc.)

Reception & Issuance of material

- Supervise the receipt of materials delivered by suppliers and by MSF staff
- This task includes verification of the equipment and goods delivered as to quality and quantity.
- Receive orders and deliveries, identify and report any potential discrepancies against cargo manifests or other documentation, and store materials in accordance with established systems to ensure continuous availability.
- Immediately after reception of goods update stock cards and/or create stock cards for all stock items, register on the stock card the reference number of the document.
- Assist the Storekeeper for issuance of material upon request
- Collect and archive all documents linked to incoming goods with proper signatures.

Stock control

- Control sensitive items, including batch numbers, expiry dates, and special packaging and storage requirements.
- Carries out a weekly physical stock inventory for PPE and chlorine
- Carries the physical stock of all items and send the stock inventory, including (movements and turnover), to the Supervisor on monthly basis.
- Ensure timely updates or creation of stock cards for all items upon receipt and monitor stock levels.
- Verify the movements of the items in stock cards, before dispatch to the requester.
- Oversee fuel stock levels. Support the Transport officer or Storekeeper in receiving fuel from the supplier and refilling vehicles and generators.
- Collect and file all documents linked to stock control.

Preparation of goods for dispatch (picking/ packing)

- Based on the internal requests and stock release received, (s)he prepares outgoing materials following the specified type of packaging and instructions.
- Supervise and support with the shipment of goods by packaging and labeling them according to the specifications outlined in the packing preparation document provided by the Supply Supervisor.
- If uses day laborers to carry out the job of packaging and preparing the equipment for dispatch, (s)he is responsible for supervising them.
- Ensures that the necessary management, packaging and handling equipment is available (stock cards, identification labels, cardboard boxes, adhesive tape,)
- Collect and archive all documents linked to outgoing goods after proper signatures.

Reporting

- Compile a weekly report detailing the movement of goods (incoming and outgoing) in the warehouse.
- Evaluate and report on warehouse productivity
- Prepare reports on inventory and stock movements at the end of each month
- Reports problems relating to the building to the line manager which will contact the logistics Manager together with repair and any other services required.
- Share weekly stock status levels with the team.

REQUIREMENTS

Education: Secondary education
Desirable warehouse management related studies.

Experience: Experience as a storekeeper/or Warehouse Supervisor/or experience in MSF Logistics department.

Languages: Essential, English language; Dinka, Nuer or Shilluk language desirable.

Knowledge: Basic Mathematics and use of measuring equipment. Computer literacy (word and excel)

COMPETENCIES: Results, Teamwork, Flexibility, Commitment, Stress Management

HOW TO APPLY

Interested applicants can submit their motivation letters and updated CV, relevant academic certificates, previous work certificates and nationality ID.
Application should be addressed to:

ADMINISTRATIVE MANAGER, MSF SPAIN, MALAKAL.
Submission can be done by
DROP TO MSF SPAIN, ADMINISTRATION OFFICE, MALAKAL or JUBA or also send to msfe-juba-jobs@barcelona.msf.org
With clearly written job tittle and updated contact numbers.
Closing date for submissions: 22/01/2026 at 17:00 hrs.

We thank all applicants for their interest, but only short-listed candidates will be contacted for the recruitment process.
Applications once submitted, will not be returned to applicants.

Applicants should send a copy of their labour card when applying on this position.

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidentiality.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Done in Malakal, 8th January 2026.

MSF SPAIN
MEDECINS SANS FRONTIERES
MALAKAL
ADMIN
South Sudan Mission

08 JAN 2026