



## Vacancy Announcement

**Job Title:** Supply Chain Assistant (Warehouse/Inventory)  
**Band / Level / Grade:** 9B  
**Department:** Supply Chain  
**Location:** Juba South Sudan  
**Overtime Eligible:** Exempt  
(per local law)



The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains unpredictable, and the operational context is challenging. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with field program portfolio covering health, nutrition, child protection, Economic Recovery and Development (Livelihoods), women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese and continues to work with the affected to rebuild their lives and restore peace.

### **JOB OVERVIEW**

The Supply chain Assistant (Warehouse/Inventory) is responsible for the efficient coordination, supervision and management of Inventory, Asset and Property Inventory for the IRC's office in the Juba Office. The position is also responsible for the maintenance and policy standardizing.

### **KEY RESPONSIBILITIES**

The Supply chain Assistant (Warehouse/Inventory) is accountable for the implementation of IRC Assets, Inventory and Warehousing management policies and is responsible for following.

#### **1. Materials Receiving and Dispatch**

- Manage and document materials receiving process (handling, storage)
- Inspection of materials during dispatch and up to date documentation
- Potential inventory shortages and provide update on stock level
- Organize a cool chain system and ensure "keep-cool" items are handled appropriately
- Implement GSC SOPs on Pharmaceutical inventory management.
- Manage all Contribution In Kind (CIK) and Closed Grant Inventory
- Organize the replenishment of field Drugs Warehouse as need arise based on an approve requisition

#### **2. Warehouse Documentation**

- Update stock cards, bin cards and inventory system regularly
- Implement standard warehouse documentation processes ie. Delivery Report, Waybills, Store Release, Bin Cards, Stock Cards.
- Maintain the Warehouse activity book recording (ie. Warehouse Register) for all outgoing and incoming receipts and activities.
- Ensure Warehouse Authorization Schedule is up to date and display

#### **3. Warehouse Controls**

- Participate and produce accurate report for Year End Counts exercise
- Fully participate in 20% inventory cycle count for all stock kept in the warehouse
- Conduct internal inventory checks and keep records of all records including cycle count
- Implement (FIFO, FEFO, LIFO) procedures for goods in the warehouse.
- Ensure Warehouse is restricted to visitors with appropriate signs display in strategic location
- Manage casual laborers in the warehouse.

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#### 4. **Warehouse Safety**

- Implement and ensure clear safety procedures.
- Ensure the maintenance of warehouse building(s), fittings and equipment.
- Ensure warehouse is regular fumigated against pest, rats, rodents etc.,
- Maintain and service fire extinguishers regularly.

#### 5. **Asset and Property**

The Supply chain Assistant (Inventory & Asset) is accountable for the implementation of IRC Asset management policies, maintenance, tracking and donor specific regulations.

- Take the lead in Assets and property management
- Manage needs assessment and Donor requirements implementation and very familiar with practices that are compliant with donor policies (ie. UNHRC, USAID, DFID, MOH, UN, USG, EU, SV, DFID, private donors etc.) and the South Sudanese Government regulations and legislation.
- Developed assets running cost analysis and report accuracy
- Conduct periodic spot checks on asset movements and maintain a transfer records of asset between Juba Office and field sites.
- Ensuring that all assets are controlled and manage properly in accordance to donor-specific policies.
- The implementation and/or maintenance of standard IRC assets management policies and procedures.
- Update the Asset register, Asset inventory list and expendable store inventory list and produce monthly reports.
- Work closely with Supply chain Coordinator for Asset disposal including donation, Auction, transfer etc. Process management.
- Dispose IRC asset as per Donor regulation and approval, with reference to the organization policy.
- Visit field sites or partners offices for asset inventory (physical count) during report period.
- Pull out updated asset list for end of grant report and develop assets running cost analysis

#### 6. **Reporting**

The Supply Chain Assistant (Warehouse/Inventory) is responsible for preparing and submitting accurate and analytical report:

- Monthly Warehouse/Inventory, and Asset/Property report to Supply Chain Coordinator by 2<sup>nd</sup> of every month.

#### **Supply Chain Assistant Competency's matrix:**

The Supply Chain Competency matrix is the primary supporting document to this job description and the Supply Chain Assistant (Inventory & Asset) must ensure that all tasks are preformed to standard.

#### **Key Working Relationships:**

**Position directly supervises:** Nil.

**Other Internal and/or external contacts:**

**Internal:** Regular relationships with program staff, Operations and Juba Supply Chain Staff.

**External:** Partners, Donors.

#### **Requirements:**

**Education:** College diploma or equivalent in Supply Chain Management, Logistics, Business Administration, or related field.

**Work Experience:** 2-3 years of work experience in supply chain operations (Asset, Warehousing & Inventory)

#### **Demonstrated Skills and Competencies:**

- Good collaborator and influencer with effective interpersonal and analytical skills who is able to work seamlessly across cultures, organizational units, and suppliers.
- Familiarity with drug inventory management and medical supply chain principles
- Ability to roll out supply chain policies and SOPs
- Good knowledge and understanding of practical Supply Chain procedures and maintaining supply pipelines in areas with weak infrastructure.

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- Strong organizational, interpersonal and communication skills.
- Good computer competency with word processing, spreadsheets, databases
- Willingness to participate and contribute as a team member, under challenging working and living conditions.
- Able to work effectively in a highly matrixed structure.

### **The IRC Core Values and Commitments.**

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding and PSEA policy:** The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

#### **How to apply:**

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in APTECH Africa Office Building 3<sup>rd</sup> Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) not later than **9<sup>th</sup> August 2024 @ 4:30pm**.

**NOTE:** Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION, SUPPLY CHAIN ASSISTANT (WAREHOUSE/INVENTORY) - JUBA, SOUTH SUDAN**

***“WOMEN, MINORTITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.***



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