

Job Advertisement

Both Internal and External/ Medair Alumni

Warehouse Assistant

Based in Juba



Job Purpose: Assist in carrying out the day-to-day warehouse functions, focusing on pharmaceutical, medical and nutrition stock management, including but not limited to receipt, storage, shipping, and Inventory management to maintain accuracy at all times of stock in the Medair warehouse.

Key Responsibilities

- Work as part of the Warehouse Team providing support to the Medair ERT and Static Bases and their field locations.
- Support the Medical Logistician/Pharmacist or Warehouse Officer with his/her responsibilities.
- Receive of Pharmaceutical, Medical and Nutrition supplies from Suppliers and Nairobi procurement teams, and GIKs from different Donors, and returns from Medair field projects. Check that quality and quantity of items are in conformity to PRs and PO/PAs by using Delivery Notes, Receipt of Goods and Waybills.
- Ensure good stacking of stock in the warehouse and perform restacking whenever needed.
- Updating stock cards and maintaining the stock Inventory accurate stock at all times.
- Coordinate with the Medical Logistician/Pharmacist or Warehouse Officer in preparation for shipping of requested stocks.
- Pack supplies ready for dispatch in accordance to Packing List.
- Issue items from the warehouse as per received stock requests. Note: Any transaction should be accompanied by waybill.
- Participate in stock physical count on monthly basis.
- Keep the warehouse organised for easy of accessibility and accounting of stock.
- Regulate and track all movements in and out of the warehouse in coordination with the other warehouse staff (Ledger Book).
- Perform daily physical check of stock: check for damages and stock expiry and report to Warehouse Officer and keep the Warehouse Manager informed.
- Ensure the warehouse is always clean to prevent infestation and rodents.
- Regularly moving and lifting heavy items

Person Specifications

- Certificate in Management, Warehouse Management, Logistics Management.
- Secondary School Level Education completed
- 6 months of work experience in stock management or logistics, preferably in an NGO/INGO setting
- Willing to learn and improve computer knowledge
- English (written and spoken)
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- Committed Christian
- Professional
- Proactive and self-motivated

DESIRABLE

- Diploma in Business Administration/Logistics/Warehouse Management
- 2 years of experience in Logistics / Warehouse Management with INGO.
- Fluent spoken Arabic
- Good knowledge of MS Office applications
- Experience with Stock Management Systems

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Date of Advertisement: 19th /02/2026 and Closing date: 10th March 2026 at 5:00 PM.

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience, and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Bilpam Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org.