



Approved
31/5/2024

MSF Switzerland
Juba, South Sudan

JOB VACANCY WAREHOUSE MANAGER

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 Manager

Number of Vacancies: 1

Location: Juba

Scope of responsibilities:

Defining, coordinating and monitoring all Warehouse and Stock Management activities in the mission according to MSF protocols, standards and procedures in order to ensure an optimal running of the mission

Main tasks:

- In collaboration with the Deputy Supply Chain Coordinator defining the Warehouse and Stock Management activities and planning the annual budget in order to identify and optimize the response to the needs of the mission and the targeted population.
- Monitoring the implementation of the Warehouse and Stock Management activities, following up of the medical and logistics stocks, ensuring compliance with MSF standards, protocols and procedures, and reporting to the line manager on the development of the ongoing programmes. This can include the following:
- Ensuring all equipment and premises are adapted to the proper storage of goods in compliance with the customer's requirements and Good Distribution Practices
- Ensuring that physical and administrative management of the products inside the warehouse are properly managed in conjunction with the owners of the stocks (SOPs, flow management, IS warehousing tool, inventories...)
- Ensuring the safety and the security for goods and people inside and outside the premises under his/her responsibility
- Analyzing monthly/quarterly warehouse data, identifying problems, and proposing solutions to line manager, owners of stocks and pharmacist
- In collaboration with the HR Coordinator, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all supply activities pertaining to his area
- Ensuring technical support for his area of activity and providing coaching to staff under his/her responsibility. Managing his team and elaborating their activities planning (Warehouse supervisor, storekeepers and log-helpers.)
- Participating in monthly reports according to guidelines
- Performing delegated tasks according to his her speciality and as specified in his/her job description
- Plan, supervise and participate in regular stock taking twice a year as per the chronogram. Produce a full report and make sure its signed by stock owners.
- Update good's reception on MSF Logistique portal as soon as international orders are physically received in the warehouse.
- Work with DCSC to update the monthly schedule for weekend cold chain control, share it with the team in coordination.
- Implementation and management of EPREP stocks by scenarios. Update the MED EPREP KIT management file and make sure that LOG EPREP stock is integrated to Unifield and upto date ready for use.
- Follow up with the mission pharmacist on quarantine items, ensure that no items are kept beyond a period of three months.
- Day to day management of warehouse activities in Juba.
- Organise monthly cycle inventory and share the report with the stakeholders.
- Communicate to technical departments, ensure quality control of items during the reception is done as per the ordering process in place.
- Support projects on the warehouse management during the visit (Inventories, re-organization, planning, chronograms, tools updates, etc.) – at least two visits in a year to both projects.
- Follow up of loans and donations, update UniField, update SMS report



- Check RTS and coordinate with transport and customs supervisor for transportation.
- Responsible for the final Medical pick pack.
- Identify and label all dangerous goods are correctly according to regulation international standards.
- Follow up all safety procedures in the warehouse, required protection materials are available, people are trained and have the right PPEs and able to use them during the working hours.
- Prepare monthly, quarterly stock reports MSR, SMS before 5th working day of the new month.
- Communication with Mission Pharmacist, after MSR shared keep discussion on the list of pre-expired items (3,6,9 months).
- Communication to Line manager on the warehouse activities.
- Define required trainings for WH team, share with SupplyCo.
- Set objectives, follow them up on a regular basis as well as perform planned appraisals correctly for his/her team.
- Responsible for requesting and managing daily workers. Update the daily worker's follow up file.
- Ensure that filing and archiving of the stock management files is done properly according the standard filing system.
- Manage stock locations in Unifield and sure system data is matching with physical stock.

Recruitment criteria

Education:

- Diploma in Logistics or Supply Chain management or professional certification in the same field, or a Diploma in Business Administration.
- Desirable warehouse management related studies.

Experience:

- Essential at least 2-5 years of working experience in related activities.
- Desirable previous experience with MSF Logistics or Supply Department or other NGOs, and working experience in developing countries.

Languages:

Fluent English mandatory (Writing and Speaking) and Local language is an asset

Knowledge:

Computer literacy (Excel, Word & Internet) and Warehouse: (mathematics, reporting and analytical skills)

Competencies:

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

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 June 17, 2024 at 5:00 pm**

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



Only short-listed candidates will be contacted.

Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline. *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 If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba.***