



VACANCY ANNOUNCEMENT

Job Title:	Cargo and Warehouse Assistant
Location:	Juba, South Sudan
Reports to:	Logistic Officer
Posting Date:	1 July 2022
Closing Date:	22 July 2022

General Description of the Programme & GOAL

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose

The Cargo and Warehouse Assistant is responsible for the receipt, storage, and shipping of supplies transiting through the Juba warehouse system in accordance with GOAL policies and procedures. The Cargo and Warehouse Assistant is also responsible for the management of Juba operational stores including fleet spare parts store.

Duties and responsibilities

Warehouse Management:

- Responsible for the management of the transit stock warehouse and GOAL Juba stock warehouse in accordance with GOAL policies and procedures of stock management.
- Ensure all items are stored in appropriate conditions and make recommendations to mitigate damage to stock.
- Receive all donation in-kind in Juba and ensure they are accurately recorded and reported.
- Identify obsolete and outdated items and recommend for disposal.
- Conduct monthly and annual checks as per GOAL procedures and ensure timely reporting and follow-up actions.
- Ensure that the warehouse is provided with suitable fire-fighting equipment and operational equipment for safe working.
- Request and supervise any loaders or casual workers required for warehouse activities in accordance with Human Resource procedures.
- Immediately report to the Logistics Officer and Supply Chain Coordinator any loss or damage of stock.

Stock movements:

- Check all received stocks match orders including checking against samples and verifying with technical staff.
- Submit paperwork to procurement within 3 working days for items received from suppliers.
- Issue Juba office stocks in accordance with approved paperwork
- Pack and prepare all shipping documents for movements of stock to field sites based on approved release paperwork.
- Manage transportation of supplies to/from warehouse, airport or other loading location as required.
- Ensure items are packed and transferred to the airport for all approved UNHAS cargo bookings.
- Review returned copies of shipping documents and report any discrepancies.
- Ensure physical stock balances agree with balances on stock cards.

Reports and documentation:

- Keep all Stock Management Sheets updated as live documents.
- Submit monthly stock report to Logistics Officer.
- Submit bi-annual 100% stock check reports to the Logistics Officer.
- Maintain all hard and electronic files as per procedures.
- Archive records as per procedures.

General:

- With support of the logistics officer prepare activity plans in line with resources and inform all service users of services provided.
- Work as part of the team to ensure effective systems support.
- Other duties as assigned from time to time to support delivery of organisational activities.
- Be always professional in the workplace and follow GOAL policies and procedures.
- Be active in staying up to date with GOAL policies and in learning new skills.

Behaviours

The Cargo and Warehouse Assistant is expected to act as a representative of GOAL and demonstrate the highest standards of ethical behaviours and fulfilment of GOAL values. The Cargo and Warehouse Assistant must be able to successfully multitask, work to changing priorities, maintain high attention to detail and ensure full completion and closure of tasks.

Requirements (Person Specification)

Essential

- National diploma in warehouse management/ supply chain Management or other relevant professional qualification or >3yrs specific warehouse services experience.
- At least 1-2 years relevant experience.
- Computer literate with strong skills in Microsoft Excel and Word.
- Sound numerical skills.
- Good interpersonal and communications skills.
- Good written and verbal communication in English.

Desirable

- Familiarity with the use of cloud document management.
- Specific experience in managing transit warehouse systems.
- Able to work in Arabic and English.
- Experience managing medical stocks and cool chain.



Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL’s policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoing within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.



HOW TO APPLY

There are two ways to apply. Please only use one.

1	Submit your cover letter, CV and copies of certificates in a sealed envelope with the position you are applying for stated on the envelope to GOAL Office. Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.
2	Email your cover letter, CV and scans of certificates to goaljobs@ss.goal.ie State the position you are applying for in the email subject line. Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received

Closing date: Applications received after deadlines will not be considered.

Note: due to Agency of the position application may be reviewed as they come in only shortlisted candidates will be contacted.