



Vacancy announcement

Warehouse Assistant.

DanChurchAid (DCA) is looking for an experienced **Warehouse Assistant**. The position is a one-year position with the possibility of extension based on performance and donor funding. Duty station will be Juba with travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism, and staff welfare as a priority, creating an efficient, open and inspiring work environment for all.

DanChurchAid (DCA) is looking for warehouse Assistant.

The warehouse Assistant overall responsibility to ensure that correct program items are always counted for, right entries are made, check items, and should match with PRF and PO, store all items in the warehouse, address and report all cases of discrepancies and Work closely with DCA supporting team.

The responsibilities of the Warehouse Assistant include,

- Develop a tracking system for project item by donor, transported item (from / to the site with required shipping documents (waybills, packing list)
- Responsible for follow up and documentation of the items in the warehouse and the in/out flow.
- Should use the appropriate documents (GRN / Waybills / Stock cards) and request signature from appropriate staff and Accountable for items that go through the warehouse.
- Collaborate with team members and communicate effectively with other departments.
- Report any inventory shortages or discrepancies to the supervisor.
- Ensure that all incoming stocks are received according to DCA procedures and tracked via the physical and electronic tracking system.
- Carry out stocks and asset inventoriability on regular basis and enter standard inventory sheet format/ Admind.
- Prepare waybills, release notes, whenever program items are dispatched and received good notes when items are received.
- Prepare Asset Contracts, asset movements and ensure that the Asset contract signed by both parties are filed, scan and uploaded in the PPD.
- Responsible for daily tasks such as restocking shelves, accepting incoming orders, processing, and packing orders, counting inventory, and ensuring orders are shipped in a timely manner.
- Inspect products for damage, defects, or discrepancies.
- Report any issues to the supervisor and follow established procedures for handling defective or damaged items.
- Ensure safety items are available in the warehouse in case of emergency (fire extinguishers...)
- Adhere to safety guidelines and procedures.



- Participate in regular safety meetings and training sessions.
- Partition of the warehouse should be effective and avoid mixing food items, non-food items, drugs, and toxic items.
- Ensure documentation and reporting of losses / damages. Oversee reconstitution of damaged.

Organization and Cleanliness

- Maintain a clean and organized warehouse environment.
- Arrange and rearrange stock as needed to optimize space utilization.
- Add Asset and Inventory items as Inventory items should be tagged as well.
- Please add that monthly reports should be generated via DCA internal software's (ADMIND) and shared with the SMT.
- Compile warehouse reports and share in timely manner probably in weekly basis/
- Ensure Asset are labelled, tagged in proper manner.
- Pick and pack orders accurately and efficiently.
- Prepare shipping documents and ensure proper labelling of packages.
- Coordinate with the shipping department to schedule timely deliveries.

PREFERRED SKILLS/QUALIFICATIONS: -

To perform this Job successfully, an individual must maintain a high level of Integrity and be a consistent in attending to details, as well as to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

- the ability to work well with others.
- to be thorough and pay attention to detail.
- the ability to accept criticism and work well under pressure.
- to be flexible and open to change.
- the ability to organise your timely and workload.
- excellent verbal communication skills.
- the ability to work well with your hands and use of software.
- Attention to detail.
- Strong critical thinking and problem-solving skills.
- The Warehouse Assistant may be required to work in a physically demanding environment with exposure to varying temperatures.
- May involve lifting and carrying heavy objects.
- Ability to cope with stress and live in basic conditions, flexibility, and patience.



EDUCATION AN EXPERIENCE.

Bachelor's degree (B.A) in procurement and supply chain management from Recognized University ,3-5 years related experience with NGO`s or UN agencies, certification in humanitarian Logistics or minimum CIPS LEVEL 4 and Valid Driving permit.



DCA is an equal employer, so, we encourage women to apply, and this position is open only for South Sudanese national. The deadline is January 15th, 2024.

Interested candidates should apply through: <https://dca-1.career.emply.com/ad/warehouse-assistant/t2h7p3> or email: ssk.recruitment@dca.dk

