



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

VACANCY – LOGISTICS ASSISTANT-WAREHOUSE (1 POSITION)
POSITION IS ONLY OPEN TO SOUTH SUDANESE NATIONALS –BOTH INTERNAL AND EXTERNAL CANDIDATES

Employer: Mines Advisory Group (MAG)
Department: Logistics Support
Reporting to: Logistics Officer
Base Location: Juba South Sudan
Working Area: South Sudan

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Logistics Assistant - Warehouse** for its operations.

Summary of the Position

Overview of role: The Warehouse Assistant will work in the MAG Logistics and fleet Unit, in direct support of the MAG Programme in South Sudan. The Warehouse Assistant managed by the logistics Officer will provide expertise and assists field teams to plan, develop, source, and manage total supply chain arrangements to effectively meet organisational and humanitarian objectives.

Principal Responsibilities:

- Liaise with the Logistics officer to facilitate timely planned reception, sorting clearance, Goods receipt, delivery, and handover of goods and services.
- Carry out all warehouse management activities as per Standard Operating procedures and workflows relating to Warehouse and supply chain processes.
- Proper review of ordered Quality, specifications, correct quantities, management of delivery lead time and reception of fully required quantities as per the PO value.
- Liaise with Technical duet or final user to verify the quality of deliveries before reception.
- Assist to identify, register, and follow up on supply chain project risks related to logistics, transportation & warehouse, and report for mitigation measure to be carried out.
- Maintain properly updated Stock and Bin cards, with minimum re-order levels to ascertain adequate supplies levels to meet the demand of field operations.
- Issue approved requests for equipment/items/supplies to operational teams based on the individual standard equipment requirement.
- Review and Maintain the Return/Replace/Repair Requests (RRR) system with the operational team leaders to mitigate delays in operational team deployment.
- Ensure general stock management requirements is taken into consideration; ventilation, temperature controls, warehouse arrangement of materials, stacking, racking, binning, and hygiene needs are in place.
- Prepare justified list of missing and/or damaged items that need replacement to the logistics office and update Logistics and Fleet Manager

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.
MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No.1083008. A company registered in England and Wales No 4016409.



- Calculate and review warehouse storage space for adequate goods reception and shelving.
 - Maintain accurate records, ensure data quality, and produce logistics reports as necessary on stock value and inventory status.
 - Perform the efficient barcoding, tagging, labelling and arrangement for all MAG assets.
 - Assist in conducting inspection of all goods & materials received and review the shelf life on regular basis, considering the FIFO guidelines (First in, first out).
 - Assist in maintaining an accurate and quality assets and inventory database by conduct regular updates to ensure the accuracy of the records prepare reports for anomalies and discrepancies. Repair requests and Damage statistics.
 - Maintains accurate filing systems, with documented and auditable of warehouse transactions.
 - Asist to plan for regular inventory and stock taking for all warehoused items, fuel, and spare Parts.
 - Support in the medical item stores management and update on the replenishment threshold with the medic's team's leader.
 - Support on the asset disposal planning and review the required disposal approvals.
- Ensure the maintenance of warehouse containers, fittings, and equipment, ensuring clear safety procedures.

Cargo and Dispatch Management

- Prepare and ensure that requisite documents (Goods Receipts Note, Delivery Note, Waybills, Personal Equipment Vouchers etc.) accompany all cargo and shipment to be transported to any programme team location are in correct completion and approval.
- Ensure safe preparation and loading of cargo onto transportation vehicles, and notification of final receiver by formal communication.
- Act as a backup for Fleet administrator in terms of spare parts management and fuel dispense where necessary.

Shared responsibilities

- Assist in maintaining and updating suppliers' files including RFQs, CSQs/CBAS, processing purchase orders and follow up on the delivery of goods and service.
- Support on the Local purchases, contracts quality reviews and supplier management.
- Assist to generate reports on procurement and warehouse activity to meet organizational compliance requirements that provide access to procurement information.
- Support inn collaboration with the Programme Manager/Budget Holders, responsible for supporting the development of the project Procurement Plan process and launch of procurement activities to enhance project timely work-plan implementation through active participation in operational and pipelines meetings.
- Ensures timely payment request to Finance, in line with contract payment terms correct budget codes are used.as per the planned burn rates and pipeline planned.
- Carry out any other duties deemed relevant by the line manager or supervisor for the achievement of MAG's operational goals.



All staff members are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Experience in Microsoft Office Products (Word, Excel etc.)
- Experience of record keeping.

Essential Skills and Knowledge

- Effective verbal and listening skills and the ability to communicate
- Good level of written and spoken English

Essential Aptitude

- Ability to work independently with initiative and a solution orientated approach
- Self-motivated, flexible and enthusiastic approach to work
- Determined to high quality standards

Qualifications

- Recognized Excel and Word qualification
- Workflows relating to Warehouse and supply chain processes.
- Relevant 1-year work Experience in the same field
- Diploma/Degree in Warehouse and Supply chain Management
- English Language
- Driving Permit is a plus





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Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

How to apply

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer, email and telephone contact), copies of academic certificates and Nationality ID card to:

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 25th July 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

