

Approved
[Signature]

CRS JOB ADVERTISEMENT

Job Title: Warehouse Assistant (1 Position)

Department: Programming/OFDA

Band: 4

Reports To: Logistics Manager

Country/Location: Juba/Jiech

Job Summary:

You will support activities related to warehouse maintenance and goods receipt, storage handling, monitoring, and dispatch in support of the delivery of high-quality programming to the poor and vulnerable. You will help ensure goods entrusted to the organization by donors are maintained applying established standards and in compliance with CRS and donor regulations, and international and local supply chain accountability standards and requirements.

Job Responsibilities:

- Support the maintenance of warehousing/storage facilities, conducting regular inspection and cleaning of facilities.
- Assist with the preparation of the warehouse/storage facilities for goods receipt and dispatch and assists with loading and offloading activities.
- Help prepare necessary documents for goods receipt, dispatch, damage, loss, and disposal, and file records per established standards.
- Coordinate activities to ensure warehousing/storage facilities and all pharmaceuticals, medical supplies, medical equipment and other essential supplies are secured and maintained in excellent physical condition and quantities for proper storage and safeguarding of goods.
- Conduct routine daily inspections and take immediate action to eliminate damages and deficiencies.
- Coordinate with the logistics team to schedule the timely receipt, dispatch, and delivery of goods to extended distribution points and/or partners. Maintain up-to-date information on the status of the movement of relief goods.
- Help coordinate receipt (offloading, checking and verifying quantities/weight and quality) and dispatch (packing, labeling, loading); and, ensures verification, preparation, and maintenance of accurate, complete, and up-to-date documentation on all goods received and shipped.
- Plan and supervise the work of casual laborers.
- Oversee and assist storage and inspection of goods to ensure they are in excellent condition. Provide support in damage and/or loss handling and replenishment of goods to ensure adequate stock levels are maintained in accordance with program needs.
- Support an efficient and reliable inventory stock control system for goods and warehouse materials/equipment and oversees maintenance of an up-to-date stock ledger.

- Perform any other duties as may be assigned.

Typical Background, Experience & Requirements:

Education and Experience

- High School diploma required.
- Minimum of 2 years work experience in a similar position.
- Knowledge and understanding of warehouse and inventory practices.
- Able to use MS Office Excel and Word.

Personal Skills

- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good communication and relationship management skills
- Proactive, resourceful, solutions-oriented and results-oriented

Required/Desired Foreign Language

Travel Required (include percentage of required travel, if applicable)

Key Working Relationships:

Supervisory: None

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **June 4, 2021**.

Address your application letter and CV to: **Human Resource Department, Catholic Relief Services South Sudan program, Juba office** OR by Email to: **southsudanvacancies@crs.org**

- ❖ **Women are strongly encouraged to apply**
- ❖ **Only short-listed candidates will be contacted**

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ ***Equal Opportunity Employer***

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❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*