



External Advert

Oxfam GB is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress. Oxfam GB has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on Saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Ghazal).

Position: Warehouse Assistant
Location: Juba
Grade & Level: E Zone 1
Contract Type: Fixed Term
Number of post: 1

KEY RESPONSIBILITIES:

Stocks

- Take leadership in ensure that there is proper linkage in terms of systems, procedures and material verification as specified in the purchase orders
- Focal person in production of generated Goods Received Notes.
- Focal person in maintaining the updated Asset Register for equipment as soon as they are received in to the programme.
- Deploy with country programme teams on emergency intervention and get up logistics and supply structure for staff welfare, technical supply lines and compound management.
- Work hand in hand with the Warehouse Officer in the day to day management of the warehouses in Juba, Bor and Rumbek where items will be prepositioned.
- Coordination with WO, CLM and the procurement team to ensure that all goods delivered are properly referenced and linked to Requisitions and Request Orders, Purchase Orders and are well reflected on all waybills. And that programme staff are duly informed in writing - of all arrivals of goods in stores.
- Take leadership to ensure that goods are stored safely, securely and in an easily countable manner according to existing projects.
- To ensure that standards operating procedures are maintained by the Warehouse Assistant by Issuing Goods Received Notes for all materials received, and ensure that Bin cards are updated promptly and accurately in line with the existing projects.
- Maintain Bin cards, and ensure that stocks match Bin Card balances.
- Take complete responsibility for warehouse management and ensure that documentations are in place to support receipts and dispatches of stocks.
- Closely monitor the store activities making sure that all goods leaving the warehouse have waybills and materials reach their destination.
- Follow up on despatches and ensure that prompt documentation is received of deliveries at destination.

Documentation and reporting

- Work closely with the WO to institute proper visibility of warehouse operations (for programmes stock in Juba and in field) making sure that it is accountable, consistent and systematic.
- Ensuring that Authorised Stock Requests are produced for stock issues.
- Ensuring that paperwork is filed in an orderly, and easily accessible manner
- Carrying out weekly and monthly stock verifications, and update stock records.
- Compiling regular stock reports and stock reconciliation, and ensure that discrepancies in stock levels are reported to the line manager.
- Participating in quarterly stock reconciliations in both Juba and the field.
- Producing monthly stock reports for dissemination to the Warehouse Officer, Country Logistics Coordinator and Operations manager

SKILLS AND COMPETENCE:

Essential

- Diploma in warehousing Management/Supply Chain Management.
- Experience in working in a warehouse environment.
- Ability to travel to other field locations as may be required.
- Good interpersonal skills and Negotiation Skills

NB: This position is open to south Sudanese Nationals Only, and female candidates are strongly encouraged to apply.

Only short listed candidate will be contacted.

Deadline for submission of applications is 16 August 2019. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba.