



INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404 • (310) 826-7800 • Fax: (310) 442-6622
Washington, D.C. Office: 1313 I. St. NW, Suite 220, Washington, DC 20005 • (202) 828-5155 • Fax: (202) 828-5156
www.imcworldwide.org



JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Warehouse and Asset Manager
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	1/May/2021
Advertised date	17/March/2021
Closing Date for Applications:	07/April/2021

Organizational Background

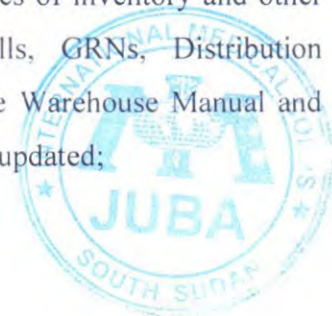
International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Essential Job duties / Scope of Work:

1. Ensure proper implementation and management of all IMC warehouses in accordance with the IMC's Warehouse Policy and Procedures Guidelines
2. Daily coordination of IMC logistical, warehouse activities with the different warehouse logisticians;



3. Ensure the proper and timely delivery of supplies to respective projects sites with the coordination of procurement department, respective program Managers (Budget Holders) and IMC transport department. And be the organizational leading focal point person on all the Log-cluster transport requirement including ensuring correct and accurate preparation of Special Request forms (SRFs)
4. Has a full understanding of IMC warehouse policies, procedures, working templates and formats and ensure standardization across all field sites by training warehouse logisticians (staff) on these policies and forms, formats and templates;
5. Leading on the country level consolidation and final review and preparation of warehouse monthly stock inventory status reports on deliveries, end of grant stocks, fiscal year physical counts and other physical counts, as may be instructed by supervisor.
6. Support in the implementation and roll-out of IMC warehouse global systems and assist in the maintenance of thorough warehouse files (scanning) as outlined in the IMC Warehouse SOP;
7. Regularly travel or delegate subordinates to travel to field sites to conduct warehouse inspection, training, inventory verifications and counting as well as spot checks and inspect goods delivered directly to the field;
8. Interacts with suppliers in the receiving and inspection of goods — and ensure across all sites GRNs are issued and kept on file in addition to ensuring quality control is done.
9. Manage and lead on inspection of goods that have been rejected, damaged, expired, inadequate, broken, lower quality and other items not meeting the requirements of IMC and plan disposal and as required follow the established procedures;
10. Ensure strict adherence by warehouse Logisticians to IMC dispatch of goods from the warehouse procedures and practices using appropriate IMC procedures, Store Good Issues Order/forms, Waybills and update Stock Records.
11. Ensure proper maintenance of physical and electronic copies of inventory and other warehouse documentation (such as GIOs, Waybills, GRNs, Distribution evidences), as per IMC formats and forms provided in the Warehouse Manual and ensure that Bin cards, stock cards are in place and regularly updated;



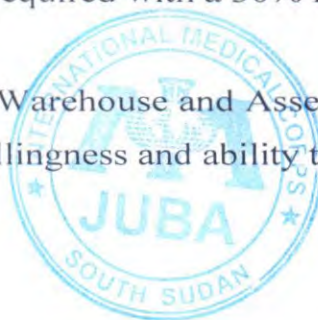
12. Coordinate with the Transport Manager for transportation arrangement for dispatches either at UNHAS and/or for preposition at either Rumbek, Bor and or Juba Log cluster hubs; and ensure commodities movement way bills are generated and fully approved. Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
13. Complies with central government, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
14. Safeguards warehouse operations and contents by establishing and monitoring procedures and protocols.
15. Controls inventory levels by conducting physical counts; reconciling with data storage system.
16. Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
17. Maintains warehouse staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results.
18. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
19. Contributes to team effort by accomplishing related results as needed.
20. Manage IMC assets according to investment preferences and goals.
21. Meet with users to assess asset status, needs, risks, goals and progress.
22. Work with disposition and acquisition teams all through the life of an asset to realize the objective for the investment.
23. Carryout a monthly asset and voucher reference reconciliation in conjunction with finance colleagues.
24. Fully review of current asset list, identification of weaknesses, exceptions and work-plan preparation



25. Operational support in cleaning up the asset list, and afield offices may time to be needed
26. Facilitate coordination HQ – Country in achieving specific tasks related to CP Asset roll out and management
27. Pro-Master Asset List Updating/Cleaning
28. Disposal Plan for scrapped/damaged/old assets
29. Ensure all Assets are tagged with permanent tags
30. Support in putting in place a template monitor Assets procured from the field in order to ensure that they are tagged and properly recorded.
31. Visit to specific field offices where the need of improving asset and warehouse management maybe needed from time to time and take immediate action as required

Personnel Qualifications (special training/experience required) provide 6-7 requirements

- Degree in Supply Chain Management/Logistics/Procurement & Supply/Business related degree from a recognized institution
- 3 years of experience in large scale Logistics operation; Strong organizational skills and discipline to follow outlined procedures; ability **to** interact effectively with International and National personnel. Excellent oral and written English skills as well as Juba Arabic.
- High computer skills on MS Office programs. A demonstrated ability to multi-task and process information into action as to not delay program activities. A clear understanding of warehouse management and ethics and donor compliance is essential.
- Willingness to travel throughout the project areas in all IMC areas of operation within South Sudan is required with a 30% Field site presence.
- Must read and understand the IMC Warehouse and Asset Policies and Procedures and demonstrate willingness and ability to guide direct reports and follow guidelines.



- Proven experience building the capacity of others as well as managing and coaching teams
- Experience with International humanitarian NGO is a plus.
- Good communication skills, both oral and written in English and Arabic.
- Extremely flexible, and have the ability to cope with stressful situations and frustrations
- Motivated to work in High risk environment

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application:
07/April/2021

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com Please do not submit your CV or application to this website, it will not be considered for review

