



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 Assistant (1 Position)
Country Program:	South Sudan
Location of Position:	Nyal
Position Opened for:	South Sudanese only (Internal/External)
Report To	Field Site Manager
Desired Start Date:	ASAP
Advertised date	1st October' 2024
Status	Non-Relocatable
Closing Date for Applications:	18th October' 2024



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.

Summary of Responsibilities:

The warehouse assistant under the supervision of Field Site manager or Field focal person with support of Logistic Officer, His or her Scope of work include working within the Logistics and Supply Chain department of operational support structure, committed to provide reliable and compliant support to program activities in order to



achieve efficient service to program beneficiaries. The post holder will ensure smooth operations of IMC warehouse activities in Nyal



ESSENTIAL JOB DUTIES / SCOPE OF WORK:

Warehouse Management: -

- Ensure proper implementation and management of all IMC Nyal warehouse in accordance with the IMC's Warehouse Policy and Procedures Guidelines
- Daily coordination of IMC logistical, warehouse activities
- Ensure the proper and timely delivery of supplies to respective projects with the coordination of respective program Managers (Budget Holders)
- 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) in Nyal Field site.
- 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.
- Prepare 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.
- 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.
- 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.
- Ensure strict adherence 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.
- Ensure proper maintenance of physical and electronic copies of inventory and other warehouse documentation (such as GIOs, Waybills, GRNs, Distribution evidence), as per IMC formats and forms provided in the Warehouse Manual and ensure that Bin cards, stock cards are in place and regularly updated

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.



Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.



Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Competencies & Requirements

- Completion of South Sudan School certificate or equivalent
- Diploma or Degree in logistics or supply chain management, Business Administration, and any related field will be an added advantage.
- 2-3 years of relevant experience. working in the humanitarian sector in handling warehouse functions.
- Strong computer skills Microsoft, Excel, word, power point etc.
- Fluent in English (written and spoken) and Arabic (spoken)
- Can work independently and show initiative and ability to solve problems.
- Creative and able to work with limited resources.
- Organizational skills, flexible, ability to work with multi-disciplinary and multicultural people.
- Open - minded receiving and share information, good communication skills, flexible and able to cope with stress.
- Ability to relate to and motivate local staff, including warehouse casuals
- South Sudanese National

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,



(Documents are not returnable once submitted) 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 Unity State in IMC Office Nyal



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:
18th October' 2024

Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.

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

