



## **Advertisement For Store Keeper, Based In Pochalla**

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Emergency intervention of General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Store Keeper** based in Pochalla.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance. The salary for this position is Grade 3 Step I, NPA Salary Scale.

### **Purpose of the Position:**

Responsible for the day to day records keeping of food items received and issued in the Mobile Storage Units (MSUs) correctly and should be approved by the Team Leader before issuing. The copies of incoming, outgoing waybills and transmittal memos should be filed for reference.

All responsibilities and reporting have to be carried out in accordance with the strategic objective of NPA. Any deviation to the above have to be reported to the Team Leader as the line manager.

### **Duties and Responsibilities:**

#### **General responsibilities:**

The position holder is responsible for the day to day management of food commodities in the warehouses in Pochalla. This includes taking overall responsibility in terms of security and safety of food, employing casual workers to carry food, record food received as well as distributed.

#### **Specific duties:**

- Manages NPA warehouses in Pochalla using Logistics Execution Support System (LESS).
- Always takes notes and maintains and keeps record of food received and distributed.
- Ensures right quantity of food is delivered upon request from food distribution team.
- Carries out daily records and update of stock cards and monthly stock reports.
- Collects returned waybills from the field and ensures mails are picked and dropped at the airport in time.
- Tracks records on food distribution from the team leaders in the field.
- Ensures commodity reports and waybills are submitted to WFP after each distribution.
- Assists in employment of casual labourers for offloading food in the warehouse, carrying food from drop zone, and managing security of food (guards at the drop zone or the warehouse).
- Assist the Juba based Procurement team with procurement and delivery of items to the Field office.

- Assists the Team Leader and Cashier in ensuring flights bookings and staff's movement in and out of Pochalla.
- Ensures time bound cost as required are done on time and given a special attention.
- Stock taking of available food, damages and distribution in the ware house.
- Submits food request forms to WFP.

### **Desired Qualifications/Skills/Experience:**

Diploma preferably in Logistics or related field. Possession of Degree in related field is an added advantage.

At least two (2) years' experience of working in emergency programs particularly in Logistics or Administration.

Have strong interpersonal skills

Good problem solving skills

Honest and neutral individual

Teamwork player and strong interpersonal skills

Good communication skills

Excellent report writing skills

Computer literate.

**NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Pochalla Office.

**Applications submitted after 12:00 noon on Monday 6<sup>th</sup> April 2020, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.