

Terms of Reference for DCA Warehouse Consultant.

DanChurchAid is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation. In our humanitarian work, we focus on Disaster Risk Reduction and Self-protection mechanisms as well as more directly humanitarian intervention.

Our development and humanitarian projects are part of long-term Programme, where gender is a cross cutting priority and community driven activities, and capacity building of partners are the key components.

DanChurchAid (DCA) is looking for warehouse consultant to improve its warehouse management and the consultant will carry out physical count of all items from each DCA warehouse facility and help to identify areas of improvement to enhancing our database for efficiencies operations and reduce waste and warehouse consultant will be working closely with DCA Logistics Team; To assess and optimize warehouse operations for efficiency and cost-effectiveness, provide recommendations for improving inventory management and stock control, ensure compliance with relevant regulations and standards and to enhance overall logistics and supply chain performance.

The responsibilities of the Warehouse Consultant.

- Spend time on site to understand the current processes, layout, systems, equipment, and Walk through the processes in detail, for example goods in including new product procedures, put-away, pick-face replenishment, picking, packing, despatch, returns, value added stock and checking etc.
- Assess the current warehouse's storage capacity, throughput capacity and productivity performance.
- Physically cross check, verify and account all items per each warehouse/ container and ensure all items are counted for per each warehouse/ container and clearly labelled/ tagged.
- Physical verification of all Stock Cards created in ADMIND and ensure that quantities in the shelves matches the quantities in ADMIND or DCA internal software's.
- Physical verification of All Assets already included in ADMIND to see their location and user.
- Physical verification of all stock on all DCA warehouse facilities and ensure that all is accounted for and entered ADMIND system accordingly.
- Ensure that all items are Tagged before entered the systems.
- Ensure that all Stock, Inventory and Assets are Tagged.
- Ensure that all Asset Contract for the issued Assets are in place and numbered properly.
- Restocking shelves, accepting incoming orders, processing, and packing orders, counting inventory, and ensuring Items are orderly arranged in shelves.
- Document clearly the full functional working Asset/items and nonfunctional asset in each of the warehouse and provide recommendations for their disposal especially for the nonfunctional assets/ items based on DCA Asset disposal procedures.
- Analyze situations, and provide expert advice to address various needs, collect data, develop strategies, propose solutions, and offer guidance to DCA in their field of expertise.
- Develop Standard warehouse Sops based on DCA Logistics manual 3rd edition.
- Conduct a comprehensive assessment of current warehouse operations, including layout, processes, and systems.

- Review and analyse inventory management procedures and identify areas for improvement.
- Evaluate the effectiveness of existing warehouse technology and suggest upgrades if necessary.
- Provide recommendations for optimizing storage space and layout for increased efficiency.
- Draft the technical guidance ensuring that sustainability aspects are covered in the different warehousing dimensions such as structure set up & lay out warehousing equipment, warehouse management (procedures) & external warehouse surroundings.
- Support the establishment of metrics, type of benchmarks & KPIs to report progress against adopting sustainability measures in warehousing over time.
- The Consultant is expected, at the end of the contract, to report on the following deliverables:
 - Technical guidance on sustainable warehouse best practices & standards (the sustainable warehousing guidebook) including the main sections which are technical guidance warehousing design & arrange the items in the containers in orderly manner.
 - Produce warehouse management processes & SOP as per DCA Logistics 3rd edition manual and state clearly (what we have in each facility, where the items Tagged and Account for it, update everything in ADMIND)
 - Check all the stores, account for what's inside, ensure that all Stock in our stores is accounted for and that each has been updated in stock cards in ADMIND.
 - All Asset and Inventory is Tagged for and accounted for, etc.
- **Contract Timeline:**

The consultant will be contracted for 2 Months.

Candidate qualification:

The ideal candidate should have.

- Master's degree in supply chain, organizational management, or any related field from a recognized university or equivalent work experience is required.
- At least 6-10 years of relevant professional experience in humanitarian field operations with a focus in supply chain interventions and with a minimum of 8 years in warehousing.
- Previous experience in working with environmental sustainability projects in the field of supply chain is an asset.
- Advanced proficiency in Microsoft Office, namely Word, Excel & PowerPoint, Publisher.
- Ability to meet deadlines & work under pressure.
- Strong interpersonal skills, able to communicate & work with diverse people.
- Ability to work independently & within a team.
- Data analysis skills are an advantage.
- Extensive experience in warehouse management and logistics.
- In-depth knowledge of inventory management systems and best practices.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proven experience in delivering similar consulting services.

Consultancy fee



The Consultancy Payment shall made to the consultant account upon submission of completion certificate and the consultancy fee will be subject to 20% tax deductions are required by local Authority.

Team management:

Strong team management experience is required for this role.

Further information:

Qualified female candidates are encouraged to apply for this consultancy role.

How to apply.

Any interested applicants are required to submit cover letter, copies of academic certificates, updated CV, copy of national ID or Passport for clear identification to: ssk.recruitment@dca.dk or use link below: <https://dca-1.career.emply.com/ad/terms-of-reference-for-dca-warehouse-consultant/2gc45q> (Only South Sudanese national will be considered for this position). Female candidates are highly encouraged to apply.

