

Job Position: Ware House Officer

Date of publication: 8TH July 2019

Deadline for applications: 26th July 2019

Number of Positions Available: 01

Place of work: Juba

Weekly hours: 40

Job Purpose

Under the direct supervision of the Logistics Manager, you will be in charge of the daily warehousing, stock management and asset management at Juba level

You will ensure the smooth material running of the base and the correct management of its goods and assets in compliance with HI/Programme/donors' warehousing and stock management policies, the association's rules on warehousing goods and assets management, and in such a way as to ensure the security of its human and material resources. You will report to the Logistics Manager

Main internal interfaces

- Logistics Coordinator
- Logistics Manager
- Logistics Assistant
- Program Director
- Admin Coordinator
- Project Manager
- Other HI employees in Juba

Main external interfaces

- Visitors (HQ missions)
- Vendors
- Government authorities
- Other NGOs & UN partners
- Casual laborers

Duties And Responsibilities.

- Supervision of off loading and loading of cargo from vehicles at the warehouse and organising of warehouse stocks with regard to efficiency, access, security and hygiene and ensure adherence to health and safety standards
- Matching of goods received to waybills and packing lists for items received into the warehouse and completion of detailed arrival notes for all goods into the warehouse. Completion of the detailed and accurate delivery notes and goods received notes for all goods despatched and received.
- Timely review of stock cards to record all stock movements and provide a weekly report of all stock balances. Responsible for carrying out regular stock checks and reporting any irregularities.
- Timely preparation of HI goods for dispatch including packaging and labelling
- Supervision of loading of vehicles to ensure proper handling and storage to ensure goods travel without damage.
- Warehouse Officer may be deployed to the field for short periods for learning visits or to assist the field staff.
- Ensure the overall management of supplies according to HI warehousing systems and structure.

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- Timely preparation of HI goods for dispatch including packaging and labelling
- Supervision of loading of vehicles to ensure proper handling and storage to ensure goods travel without damage.
- Warehouse Officer may be deployed to the field for short periods for learning visits or to assist the field staff.
- Ensure the overall management of supplies according to HI warehousing systems and structure.
- Prepare submit timely monthly warehouse stock report
- Ensure the overall management and maintenance of Juba warehouse system, structure and procedures according to HI established systems
- Ensure timely packaging and preparing of goods for dispatch
- Responsible for maintenance of routine warehouse maintenance, cleaning and recording of activities
- Direct line management responsibility for casual laborers

1. Other

It is a non-exhaustive list and your job description can be updated during your employment by HI.

Flexibility is highly required in job of Procurement Officer. The Procurement Officer must be flexible to follow any instruction issued by HI.

Eligibility/Qualifications

<p style="text-align: center;"><u>Knowledge required</u></p> <ul style="list-style-type: none"> • Good level on IT skills (Excel + Word) • Secondary School level Qualification • IT/office automation • Functioning of telecommunications equipment • Basic knowledge of customs formalities and transport procedures • Stock management principles • Logistics issues relative to humanitarian work and developing countries, donor rules and procedures 	<p style="text-align: center;">Skills and experience required</p> <ul style="list-style-type: none"> • At least 2 years' experience as Logistician or Warehouse Officer • Experience working with multicultural and pluri-disciplinary teams • Previous experiences in logistic management • Fluent English / Arabic knowledge • Team worker
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Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort

HOW TO APPLY

Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before 5:00 PM on **26th July 2019** through email or physically to:

HR/Admin Department,

Humanity & Inclusion

Plot No 223; Block 3K South, Airport Ministry Road, Tomping,
South Sudan – Juba

Email to: recruitment@southsudan.hi.org

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Humanity & Inclusion is a leader in disability inclusion and particularly welcomes applications from female and male qualified candidates with disabilities. Please feel free to indicate in the application if you have a disability. You don't have to disclose the nature of disability.

Thank you

