



50.H.3
Approved by
Inspector of Labour
24/01/2024

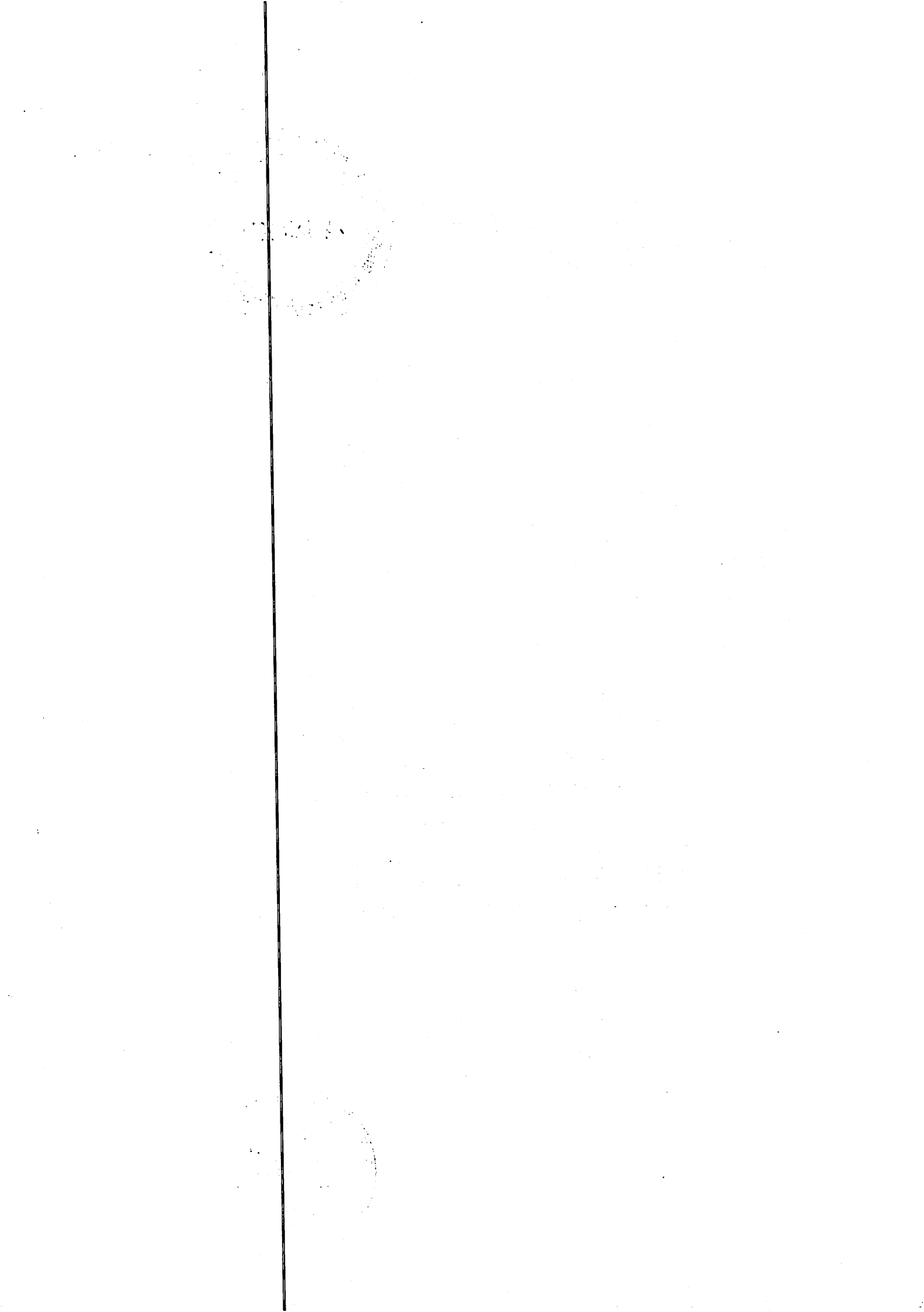
EXTERNAL JOB VACANCY

Vacancy NO. Juba-WAREHOUSE ASSISTANT - INTERN -2023 -22- 1- 209 -INTERN
Job Title: Warehouse Assistant - Intern (1 Post)
Location: Juba
Duration: 3 Months
Reports to: Warehouse Officer
Start Date: ASAP
Eligibility: South Sudanese National only

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.





POSITION SUMMARY:

The Warehouse Intern (or Assistant) is part of the operations team and participates in the warehouse operations and activities. Then key responsibilities will include storing materials, picking, packing, dispatching to field offices, and scanning documents. The goal is to increase efficiency, profitability and customer satisfaction

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

Under guidance of the Procurement officer, the procurement Assistant - Intern

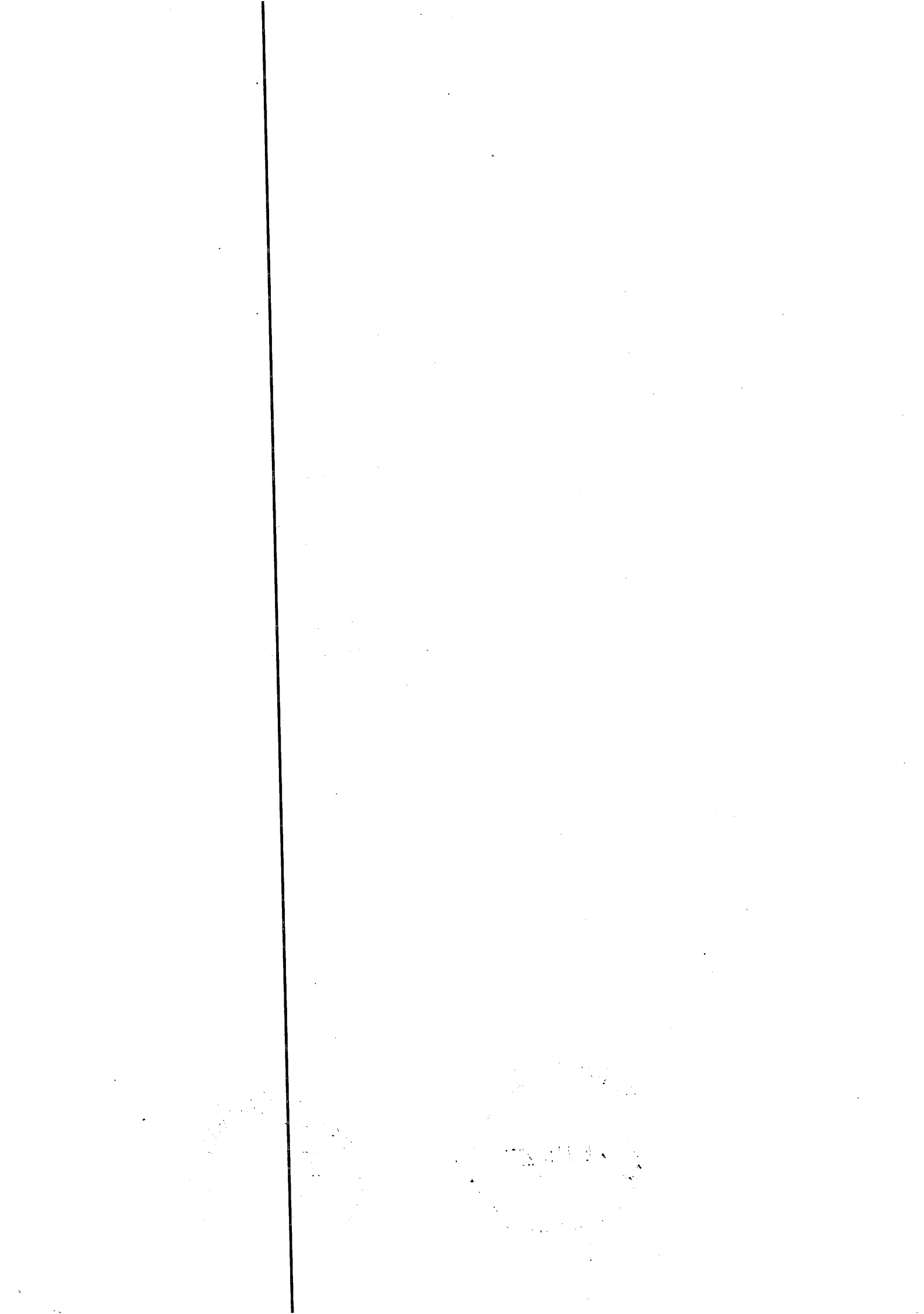
- Prepares and completes orders for delivery or pickup according to schedule (load, pack, wrap, label, ship);
- Receives and processes warehouse stock products (pick, unload, label, store);
- Perform inventory controls and keep quality standards high for audits;
- Keep a clean and safe working environment and optimise space utilisation;
- Complete diary logs into inventory and updating bin/stock cards;
- Participating in adhoc/spot check stock count and report any discrepancies;
- Operate and maintain preventively warehouse assets including equipment;
- Follow quality service standards and comply with procedures, rules and regulations in receiving any stocks;
- Support in meeting Warehouse minimum standards;
- Maintaining warehouse documents/file and documentation;
- Provide consistent and constructive support to other departments to ensure compliance with policies and procedures;
- identifying and reporting any Warehouse red flags to line manager;

Reporting:

The Warehouse Intern is responsible for preparing and submitting accurate: -
Weekly warehouse inventory report to stakeholders, done manually after following up with pending deliveries for goods and services every Friday of the week

Accountability: -





- Responsible to ensure that all activities are conducted in accordance with RI policies and procedures, donor regulations and local laws;
- Responsible to ensure that all allegations of breaches of the Code of Conduct by staff reporting is made in accordance with incident reporting policy;

Systems Compliance and Improvement: -

- RI South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures;
- Any new procedures and guidelines designated in circulars from the Human Resources Manager or Country Director;

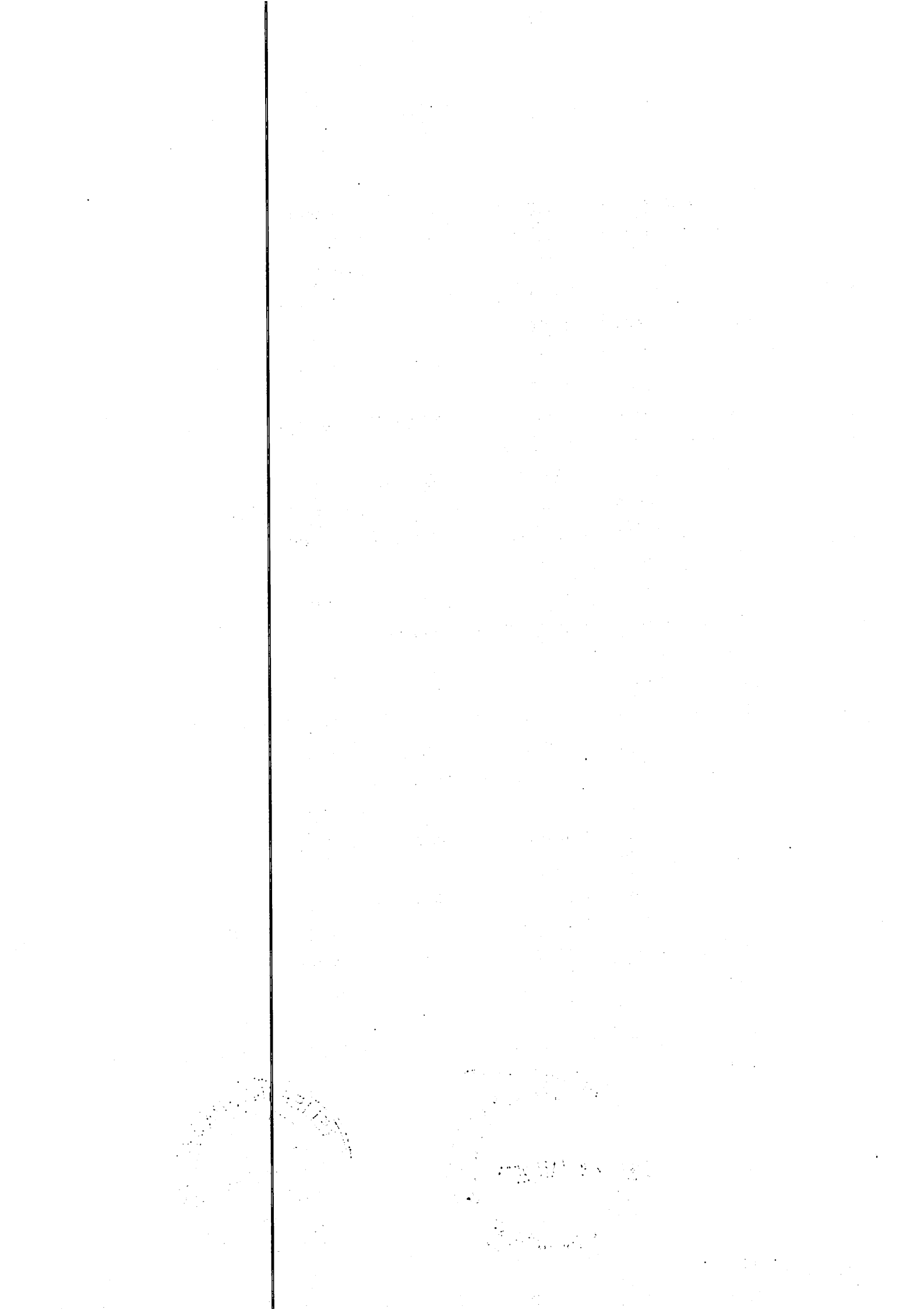
Policy compliance – Mandatory Reporting Policy (MRP): -

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct reported, to the Program Manager/coordinators. The reporting of violations is an obligation on the part of all staff members;
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers;

Safeguarding and conduct

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, contribute to ensuring that all those who come into contact with Relief International staff and the communities we serve can be trusted to work safely with them
- Support and develop systems that create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies.
- Work collaboratively with the Global Safeguarding Manager to advocate for the inclusion of safeguarding activities and resources within program





- Ability to demonstrate knowledge of donor requirements of safeguarding standards and protection from exploitation and abuse
- For all Manager Level and above roles:

Culture and leadership

- Ensure a positive and productive work environment, which is free from harassment and bullying.
- Ability to demonstrate sensitivity and understanding of diversity and cultural differences, gender issues and the commitment to equal opportunities
- Ability to demonstrate and uphold RI's values and ethic

Confidentiality

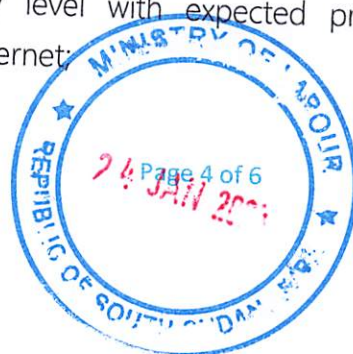
- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect beneficiary information.

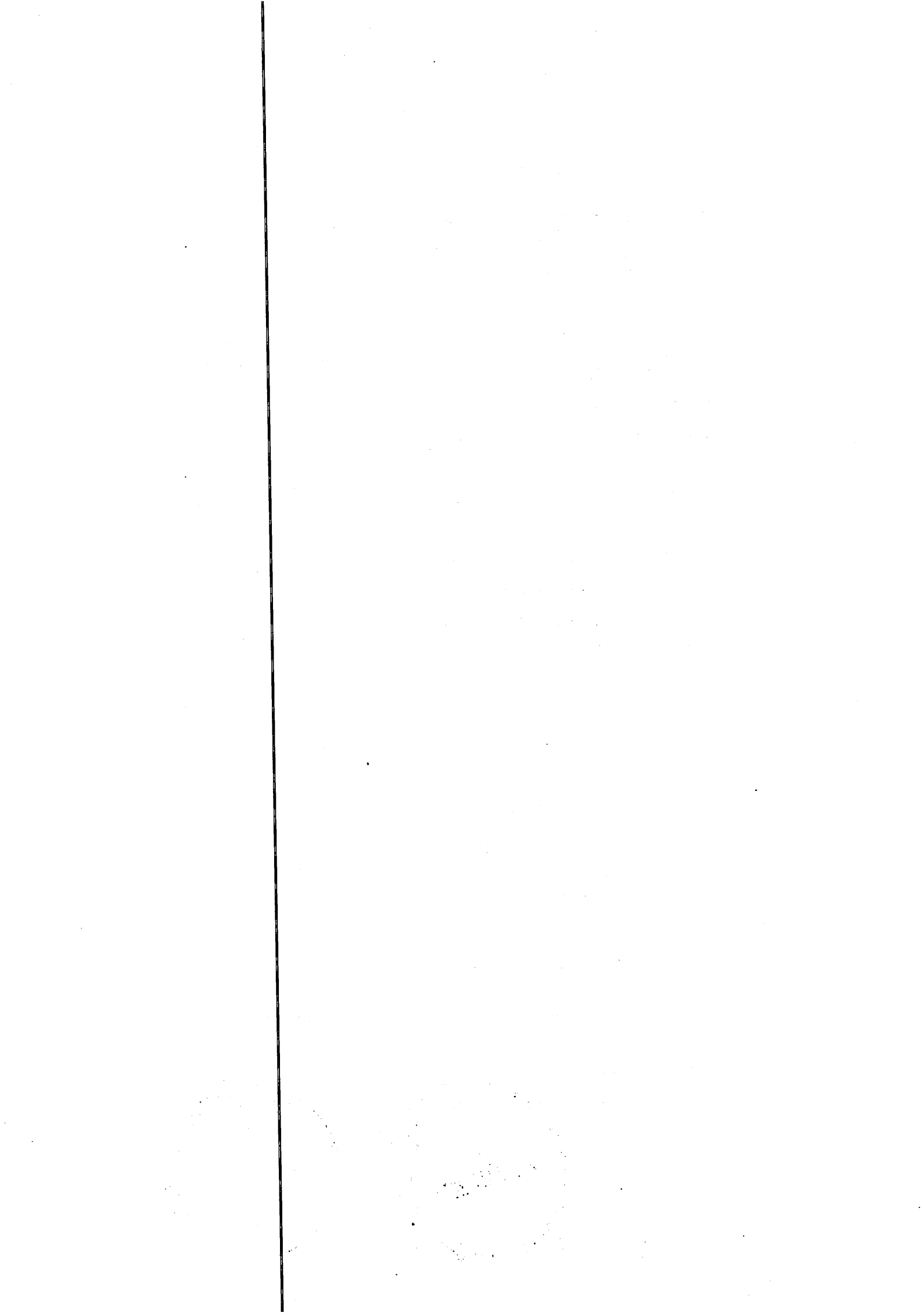
Note:

- The role of the Warehouse Assistant - Intern cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the Warehouse Assistant- Intern will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

- A diploma or Degree in supply chain management – (Warehouse Management as a bias);
- High computer literacy level with expected proficiency in MS Word, Excel, PowerPoint, PDF and Internet;





- Familiarity with modern warehousing practices and methods
- Good organisational and time management skills
- Ability to work independently, take personal initiative, and multi-task including strong facilitation skills in an ever changing dynamic operational environment;
- Excellent written and spoken English language skills;
- Ability to organize and prioritize work, and handle multiple tasks;
- Ability to work independently and accurately;
- Strong planning and organizational skills;
- Excellent interpersonal skills, cultural awareness and ability to work effectively in an operational environment;
- The capability and willingness to be flexible and accommodating in sometimes difficult and challenging work situations;
- Commitment to and understanding of RI's aims, values and principles;

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities.

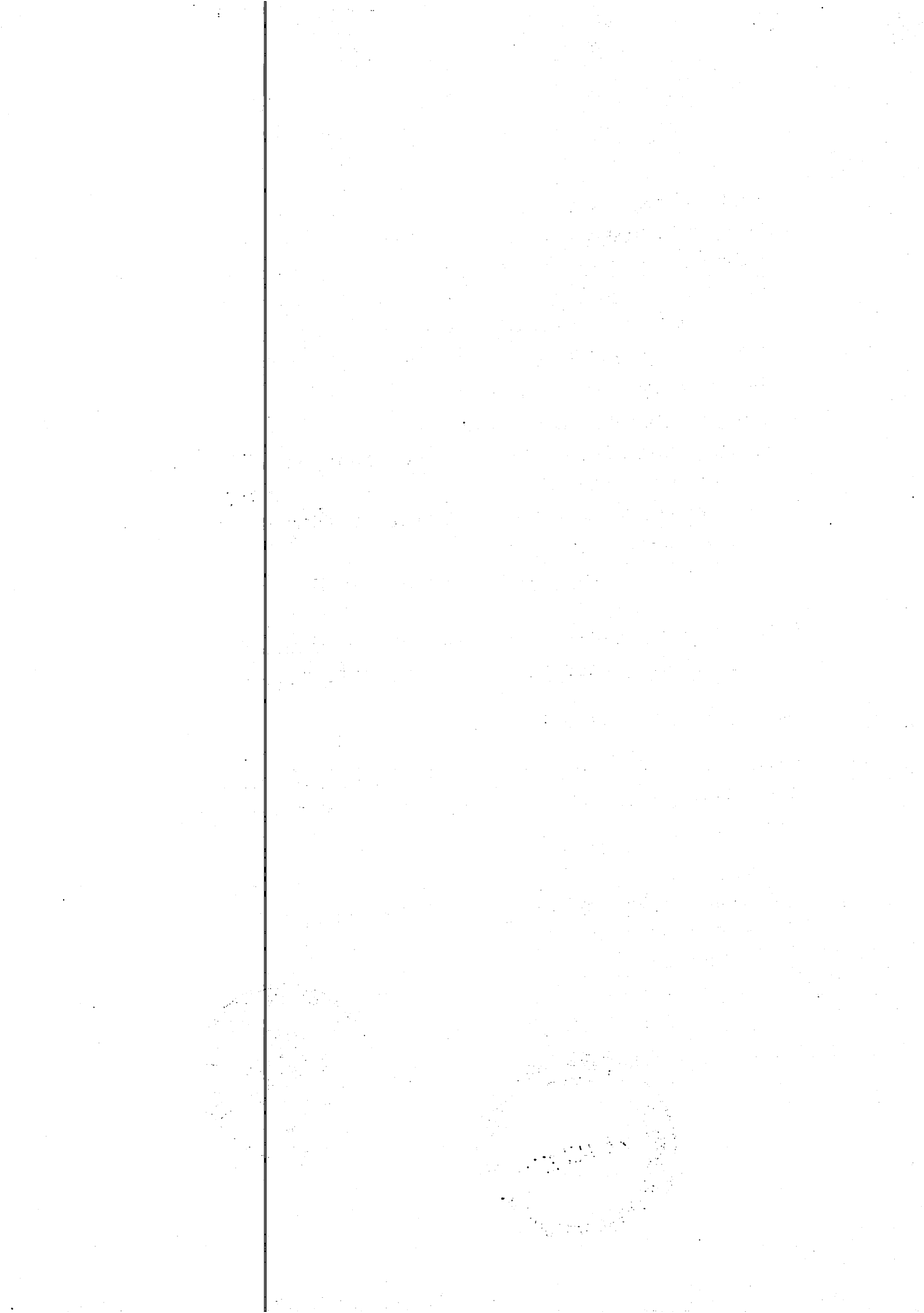
We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:





Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked JUBA_WAREHOUSE ASSISTANT _ INTERN 2024-01 -22--209 -INTERN to Relief International office in Juba

Because this position is urgently needed to be filled, short listing of applications shall be done on rolling basis and assessment test conducted before the deadline

Deadline: February 13th , 2024, 4:30 pm SSD local time

- Only shortlisted applicants will be contacted



