

## Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

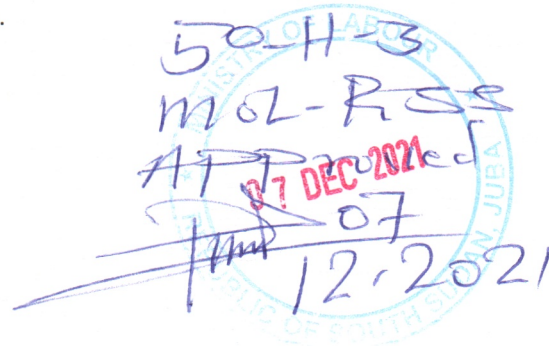
**Vacancy:** Warehouse Assistant - (1 Position).

**Reports to:** Warehouse Officer.

**Duty Station:** Juba.

**Start Date:** Asap.

**Deadline of Application:** 27<sup>th</sup> December 2021.



### SUMMARY OF THE POSITION

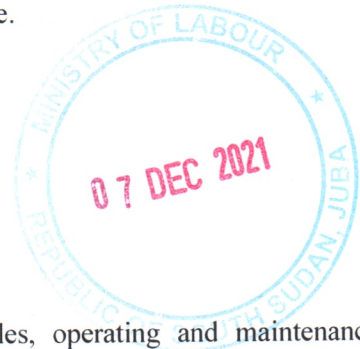
The Warehouse Assistant will be in charge of supervising loading and offloading, stand in for warehouse supervisor should need arise, makes sure the warehouse is clean all the time with the help of the casual workers and be maintaining Christian witness to the communities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Updating and creating stock cards for all stock items immediately after reception of goods and does physical stock count.
- Preparing waybills and orders on time before sending goods and packs (according to transport means), weighs and labels with correct PRs and location on the boxes clearly.
- Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest, store goods/items in their respective location in the warehouse.
- Ensures all assets are tagged and added in the system before taking to the field locations and he/she will participate fully during asset counting and tracking.
- Liaise with the flight Officer to ensure goods are loaded at the right time and anything returned from the airport must be communicated to the project clearly with proper justifications.
- Coordinates with the procurement team and vendors about the progress of the items and does follow-ups in order to ensures goods are delivered on time.
- He/she will prepare GRN for the suppliers once the items are received and verified by the technical persons and approved.
- Ensures proper filling and documentation of waybills, GRNs ,Stack cards ,and stock request forms is done every day or weekly and accurate.
- Should be able to carry 30kgs of items in the warehouse and should be physical fit to work.
- He/she should be able to work under pressure and should as well be able to manage stress.
- The should be in position to travel to the remote places when need arises to execute duties.
- Assisting the line manager with preparation of stock report.

## Education, Experience and Skills Needed

- He/she should have a Certificate or Diploma in Procurement and Logistics /supply chain management, Business Administration or any related field from a recognized institution.
- Must have at least two years' experience working in warehouse.
- Valid driving license is an added advantage.
- Must have analytical and reporting skills.
- High level of integrity and stewardship.
- Committed to the Samaritan's Purse values and ethics.
- Must be self- driven, Flexible and exercise accountability.



## LANGUAGE

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English. Ability to write routine reports and correspondence in English. Juba Arabic language skills required.

## REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk and run, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**How to apply:** Address your application to HR Department – Samaritan's Purse International, Juba and submit your hard copy Cover Letters, CVs & Academic documents to SP Office situated in Hai Cinema next to Landmark Hotel by 27<sup>th</sup> December 2021 before 5:00 PM. Women are strongly encouraged to apply.

Applications can also be sent via email to: [RecruitSouthSudan@samaritan.org](mailto:RecruitSouthSudan@samaritan.org).

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

