



**MSF SPAIN IS OPENING THE RECRUITMENT OF: WAREHOUSE SUPERVISOR
(BASED IN JUBA/ PERMANENT CONTRACT/STARTING WITH 6 MONTHS/Level 6)**

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics and supply department, and That's why, females are strongly encouraged to apply.

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

Main Purpose

Planning and supervising the execution of the Warehouse and Stock Management activities in the project or capital according to MSF protocols and standards in order to ensure the optimal functioning of the mission.

Main Duties & Responsibilities

- Planning and supervising on a day-to-day basis the Warehouse and Stock Management activities in the project or capital, ensuring compliance of MSF standards, protocols, and procedures. These activities include but are not limited to the following:
- Physically and administratively managing medical and non-medical stocks in conjunction with the supply officer and the stock owners and assuming responsibility for the warehouse and its contents
- Ensuring that all necessary tools and management procedures are in place in order to avoid stock ruptures, losses (expiries, damages due to bad storage conditions, temperature breach) and excess stocks. Regularly checking inventory levels (physical counts), keeping inventories up to date and monitoring consumption
- Checking, recording, and arranging the goods received and ensuring the availability of a wide range of items for various projects and departments (medical supplies, food, spare parts, tools, equipment, etc.)
- Ensuring that all items are well organized and correctly stored according to their specificity, well protected, fully identified and easily accessible (cleanliness, security, access, etc.)
- Supervising the team under his/her responsibility including the definition and planning of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule and organizing and leading team meetings
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Performing delegated tasks according to her speciality and as specified in his/her job description.

MSF Section/Context Specific Accountabilities

- Ensure that MSF standards, protocols and procedures are followed properly, all details are done accordingly
- The weekly plan is established and followed, the report is made through a clear breakdown for each project (description, weight, cubic meter, and package number)
- Establish a schedule for cleaning and rearranging the warehouse after each reception and shipment from the warehouse



- Ensure that the stock cards are updated after each stock movement (reception and shipment or after disposal of expired items)
- Organize, share tasks within the team, supervise daily activities, lead the team, and stimulate teamwork
- Report to your supervisor all the activities in progress or carried out in the warehouse, advise the supervisor on the activities in progress to enable him to make a better decision.
- Prepare orders in time before sending the goods and ensure the good quality of the packaging material
- Check in particular the numbers of "sensitive" goods, including batches, expiry dates, packaging, and special storage conditions.
- In collaboration with the line manager, perform a physical inventory according to the frequency defined previously.
- Immediately inform the line manager of all problems arising during the work, especially regarding damage, loss, attempted break-ins, or theft in the warehouse
- Ensure that all items are well organized and properly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.)

REQUIREMENTS

- Secondary education.
- Desirable warehouse management related studies
- Experience as a Warehouse Manager and/or experience in MSF Logistics department.
- Mission language essential, local language desirable.
- Basic mathematics and use of measuring equipment. Computer literacy.

COMPETENCIES

- Results and Quality Orientation L2
- Teamwork and Cooperation L2
- Behavioural Flexibility L2
- to MSF Principles L2
- Stress Management L3

HOW TO APPLY

Interested applicants can submit their motivation letters, updated CV and *relevant academic certificates*.

Application should be addressed to:

DEVELOPMENT MANAGER, MSF SPAIN, JUBA.

Submission can be done by E-mail: msfe-juba-dev@barcelona.msf.org or

DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA

With clearly written job title and updated contact numbers.

Closing date for submissions: 06/03/2023 at 17:00 hrs.

We thank all applicants for their interest, but **only short-listed candidates will be contacted for the recruitment process.**

Applications once submitted, will not be returned to applicants.

MSF is committed to achieving workforce diversity in terms of gender, race, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Done in Juba, 21st FEBRUARY 2023.

SPAIN
MSF
JUBA-HR
Mission
21/2/2023

