

Approved
CMA-E-010
19.10.2023



World Vision®

Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL - SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (Man or Woman) who are willing to share in our vision and promise to Children, to join us in the role below:

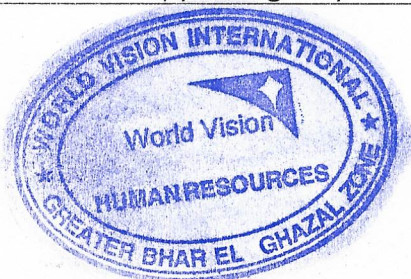
Job title: Zonal Logistic and Warehouse Officer
Reporting to: Zonal Program Manager
Location: Kuajok
Availability: As soon as possible

Purpose of the position:

This Purpose of Position will be used in the WVI or local Careers site, and if applicable, advertisements. Please describe the role in 2-3 concise sentences. Focus on the core of what this role is supposed to achieve. Describe the purpose of this position and how this position contributes to achieving department objectives and the management and performance of others.

ROLES AND RESPONSIBILITIES:

	Key Outputs/Responsibilities (Accountabilities and results)	Weight (%)
1.	Receiving all the incoming items /supplies on transit from various locations or the WVISS field location and making sure they reach their final destinations and through making sure that all the items /supplies are verified physically against the supporting waybill.	20%



2.	Dispatching the items or supplies on transit to their right final point by making sure that items or supplies on transit are forwarded or reach their respective point of delivery after booking for either airlift or road transportation.	20%
3.	Supervising of the porters and the items /supplies on transit through making sure that the correct figures and right items, quantity have been Loaded or offloaded as per the waybill	10%
4.	Facilitate the prompt border clearance of the cargo dispatched to the field and making sure the C5 forms are raised against all the B17 and C63 forms in time and forwarded to the customs officer in charge with C14 / 4 or cargo manifest dully filled for flights or road rotation allocation.	10%
5.	Warehouse management: Weekly Stock taking and Monthly physical inventories through tracking of waybills to ensure they get to the right destinations and ensuring waybills and mail from the field are received and acted on promptly.	10%
6.	Sourcing for cost effective and reliable transporters to collect and deliver supplies to their final destinations.	10%
7.	Coordinating all the logistics activities by working closely with Procurement Assistant to ensure timely collection and submission of invoices to the finance department for payments.	5%
8.	Maintaining proper filing of logistics documentations for record and reference purposes	5%
9.	Carrying out physical inventory in the stores and warehouse	5%
10.	Execute any other task as and when assigned by the supervisor	5%
	Total	100%

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Minimum of a bachelor's degree in business administration or management with a major in Logistics or in a related field.
- Must at least have 2 years of working experience leading a logistics and procurement team in a demanding work environment, preferably with an International NGO
- Good presentation and communication skills for a number of different audiences.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values



Working Environment / Conditions:

- *Work environment:* Field- based with minimal travel to the fields.
- *Travel:* 20% Domestic/international travel is required.
- *On call:* 5%

Other Competencies/Attributes:

- Must be a committed Christian, able to stand above denominational diversities.
- Attend and participate/lead in daily devotions and weekly Chapel services.
- Perform other duties as required.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Duration	17 th October 2023 to 3 rd November 2023
Click this link/copy this to the browser & apply	https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Kuajok-South-Sudan/Zonal-Warehouse-and-Logistics-Officer_JR25733

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.



Labour card is one of the requirement - come to Warrup, Kuajok - office
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