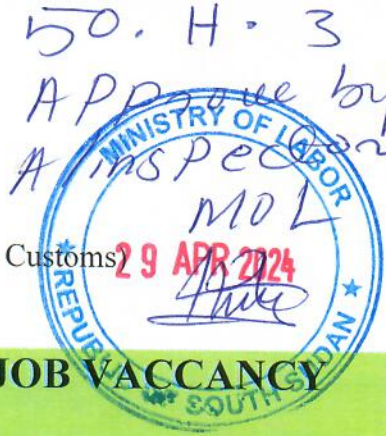


AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs
Juba Town, Republic of South Sudan



EXTERNAL JOB VACCANCY

BACKGROUND:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian–development divide to sustainably improve their well-being and standards of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong-Thok, Maban and Malakal.

AAH-I South Sudan Seeks to recruit a qualified South Sudanese National to fill the below position as detailed.

Job Title:	Store Keeper (Fleet Spare Parts) 1 post
Ref No.	AAH-I/UNHCR/-JUB/APRIL/2024-004"
Reports to:	Workshop Manager
Liases with:	Casual Labourer/Loaders
Duty Station:	Juba, CE state, South Sudan
Contract:	Fixed term (7 months) extension subject to availability of funds
Eligibility:	South Sudanese National only.

Overall job purpose:

Reporting to the Workshop Manager, the Workshop Spare parts Store Keeper will be responsible for managing and monitoring spare parts inventory, security of inventory. Organize, maintain and improve stores management {Inventory coding, physical layout, tracking ordered spares from field offices and reporting}.



DUTIES AND RESPONSIBILITIES:

Stores & Inventory management

- Monitors the parts inventory and anticipates parts needs in light of future needs, new model with superseding parts numbers, trends, and suggested stock orders for all vehicles/equipment in use.
- Manage the spare part stock (supervision of spare parts movements and control of stocks) Pick parts from shelves, provide parts to workshop personnel and update appropriate inventory transactions/Bin cards and soft copy inventory system.
- This will include issuing and returning of inventory; adjustments to inventory, and returning rebuilt/serviced components to inventory that have come from the suppliers.
- Determine appropriate levels of parts inventory by analysing previous use, anticipating future needs, considering the importance of delivery time, the cost of each part, and then maintain those inventory levels accordingly through generation of stock orders.
- Responsible and to organize stock security (Accountable for the spare parts in stock in the stores).
- Responsible for the completion of the workshop documents and other related matters according to SOPs recommendations.
- Ensure and maintain proper inventory system and all parts issued/received are reflected immediately on to the stock card on a daily basis.
- Records all shipments of spareparts in-coming and checks with the packing list and provides information of any over, lost and damaged item. Provide records to workshop manager of all materials destined to field office and copies of parking list before shipment.
- Plan and participate in periodic physical inventory of all spares parts and other Materials after every 5 months period.
- Organize the transparent and efficient storage of old parts. Ensure that dispatching of spares to the sub- offices are done in a timely manner. Prepares all spare parts requisitions/receiving forms/way bills/issue vouchers and job cards duly filled before the parts are issued or distributed. Arrange and keep all parts/tools in a systematic manner so that easy accessibility are maintained and avoid duplicating
- Inform the workshop Manager of any discrepancies / trace causes / request the authorization for a stock adjustment. Make sure that stores information will not be revealed to non- AAH-I person at any time- any critical information should not be release to un-authorize person for confidentiality and require approval from the office.
- Supervise off-load and receive parts and materials from suppliers using copy of PO/delivery notes and check the deliveries for damage, quality, and quantity. Store parts according to a prearranged system or distribute parts to the appropriate users {Field Offices}. Complete all associated transactions related to the purchase of deliveries received {GRN, Waybills and Parking list}

Administration / Staff Management (in coordination with the Workshop Management)

- Take the responsibility of the stock only on the base of an effective / documented and signed inventory.
- Be the only person in possession of the store keys (copy are kept celled in a coffer).
- Be responsible to complete properly the Reception Slip / Issuing Slip / Stock Cards form / All other stock related documents (and to sign them if written delegation of responsibility from the Workshop Manager).



- Keep and file a copy of each document relative to a stock movement or adjustment.
- Be responsible for / Insure discipline and security in the Spare Part Store (Strict limitation of access in the Store).
- Train assistant parst /clerks and reinforce there technical and organizational capacities.
- Evaluate Spare Parts Assistant (minimum once a year, together with the Workshop Manager).

Reporting :

- Report immediately stock movement information to the Data Encoder.
- Establish strong working coordination with the workshop key staff (specially the Purchasing Officer to limit shortage and the PMS/WMS operator.
- Transmit systematically and immediately to the PMS/wms Operator the required documents for registration in the database on daily basis.
- Produce stock analyses, documents, and reports upon request of management. Share GRN tracker on weekly basis and Inventory report on monthly basis.
- Informe immediately management of any fact that can have serious impact on the Spare Part Store activity.
- This job descriptions are not exclusive, it may include other task/job that may be assigned from time as a normal routine duties.

Stock management:

- Read and understand standard workshop SOPs / tools and systeme.
- Ensure that SOPs / management and monitoring tools / Systems related to spare parts management are functioning.
- Ensure the proper reception of parts.
- Ensure the proper storage of parts and the management of locations.



QUALIFICATIONS REQUIREMENT:

- Diploma/Certificate in Stores and warehouse management or Mechanical Engineering.
- Certificate in Computer literate with good knowledge of MS office (EXCEL, WORD, ACCESS and fleet software.
- Demonstrate relevant experience of at least 3years in a busy motor vehicle workshop or a warehouse facility.
- Working knowledge of logistics and supplies management is an added advantage.

Require skills and competencies

- Knowledge of automotive/plant principles and the operating and repair characteristics of a large variety of vehicles.
- Able to understand the uses of various parts and to suggest alternative or interchangeable parts to mechanics in the event part numbers and superseded.
- Ability to handle inventory and Microsoft Office programs such as Word and Excel, ERP plus all support and office equipment.
- Knowledge of special tools and equipment that other trades people may require.
- Ability to maintain accurate inventory and other records related to the spare parts operation.
- Ability to communicate in English courteously and concisely, both verbally and in writing, with technicians, parts suppliers.



SAFEGUARDING

- Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

ACCOUNTABILITY WITHIN AAHI

- Alongside our safeguarding policy, AAHI is an equal opportunities employer. we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
Report any concerns about inappropriate behavior of AAHI staff or partner.

APPLICATION INSTRUCTIONS

To apply,

- Please send in one zipped folder your CV of maximum 3 pages and a cover letter, clear photo copies of Non-Returnable academic documents and copy of national ID to email address recruitss@actionafricahelp.org by **16th May 2024, 5:00 PM CAT**.
1. The position should be clearly indicated in the subject line as **“Store Keeper (Fleet Spare Parts) - AAH-I/UNHCR/-JUB/APRIL/2024-004”**.
 2. Only candidates who meets the shortlisting criteria will be contacted for interview.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope and drop your hand delivery Application to AAHI Juba Logistic Base.

