



Vacancy announcement

Storekeeper (1) for DCA's South Sudan Office

DanChurchAid (DCA) is looking for an experienced Store Keeper. The position is a one-year position with the possibility of extension based on performance and donor funding. Duty station will be Juba with limited travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

The Storekeeper as part of the Procurement and Logistics Unit, working towards supporting the Humanitarian Mine Action(HMA), Humanitarian Assistant and Resilience Program(HARP) and other support units, will in close collaboration with Logistics and procurement colleagues, effectively support the management of the DanChurchAid base stores by ensuring items delivered by suppliers are in good conditions as required. Ensure all stock transactions are accurately documented and reports on monthly basis stock consumption from **Admind** for end user purposes.

The main responsibilities of the Storekeeper Include but not limited to;

- Issuing of stock out with approved requisition form from the requester before issuing of any item from the store.
- Ensuring that stock cards are updated on the **Admind** right away after receiving and issuance of items into and out of the store.
- Ensuring that Stock requestion forms are properly filed after issuance of stock.
- Receiving items into the store after clear verification of the items against purchase orders.
- Ensuring that Goods Received Note (GRN) is written with the PRF numbers included in the GRN and store copy filed.
- Ensuring that store is always kept clean and well arranged to give enough space.
- Ensuring that items are stored according to their programs to avoid mixing of the different requests.
- Ensuring that store is always locked after issuing of items to avoid missing of items.
- Store keys are safely kept under the custody of the storekeeper to avoid duplication.
- Reports quick movement stocks for replenishment to programs to avoid stock run out.
- All documentations and monthly reports are completed in a timely manner and shared with the relevant people.
- Operational teams are supported in a timely manner with equipment and consumables.
- Reporting expiring items to supervisor.
- Minimizing unnecessary entrance of unauthorized people into the store.
- Report any case of theft or stock discrepancy to the supervisor.
- Loading and offload items into and from the truck during delivery.
- Identify warehousing requirements and arrange physical facilities for storage per project for easy accountability in consultation with Program managers and the

Operations Manager and the PROLOG team, including managing security and warehouse casuals.

- Establishing and maintaining a stock inventory management system, including stock control and detailed receipt/despatch records; provide reconciled stock reports and reconcile in the ADMI ND.
- Documenting and reporting of losses / damages. Oversee reconstitution of damaged or short weight commodities and arrange destruction of infested and damaged items.
- Coordinating with project staff to ensure effective and timely release /despatch of goods to project sites.

We are looking for a colleague with the following qualifications:

- At least 3 years of experiences working in large and busy stores preferably with Non-Governmental Organizations and other institutions;
- Certificate in logistics and store management;
- Very strong communication skills (oral and written English);
- A team player with an open, compassionate, humorous disposition;
- Flexible, patient and persistent personality;
- Good computer skills (Word, Excel, Power Point, Outlook, etc.);
- Candidate ready to embrace the four DanChurchAid values of compassion, proactive, responsible, and respectful.

DCA is an equal employer, so, we encourage women to apply and this position is open only for South Sudanese national.

Interested candidates can apply through <https://www.danchurchaid.org/join-us/jobs/national-vancancies/storekeeper-south-sudan> Deadline for application is **November 06, 2020**.

