



Job Advertisement

POSITION: Store Keeper (01 position)

LOCATION: Yei

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **Store Keeper** to be based in **Yei**.

1. JOB OVERVIEW

To provide the Tearfund Field sub/Office with logistics capacity by carrying out store keeping functions as required.

Specific responsibility for Warehouse management, stock control, fuel accountability and control of field sub/office consumables and restocking. The post holder will ensure Tearfund and donor policies and procedures relating to this role are strictly adhered to.

2. POSITION IN ORGANISATION

- Grade: C3
- May deputise for Grade B4
- Reports to the Assistant Logistic Officer.
- Line management responsibility: None
- Closely coordinates with other members of the Logistics team at field level.

3. ORGANIZATIONAL REQUIREMENTS

- Tearfund seeks as an organisation to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.
- All staff also take part in devotions, away days and retreats
- The post-holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

4. KEY RESPONSIBILITIES

4.1. WAREHOUSING TECHNICAL SUPPORT



As directed and delegated by the Assistant Logistics Officer –Yei:

- Maintain, manage and ensure efficient organisation of the all field storages in the geographic area.
- Update all records with information as stock is received or is issued in order to have accurate current balances.
- Ensure Goods Received Notes are prepared for all items received in store in order to support the payment process.
- Arrange & ensure proper reception of cargo in the field using the correct documentation and return all necessary documents to the sender after duly completing them.
- Regular physical verification of the stock in the sub/field storage and at the assigned nutrition center.
- Ensure all warehousing forms are used appropriately and as required. Bin cards, stock cards, Release Notes, stock report forms etc.
- With Assistant Logistics Officer, provide weekly stock reports especially to the program team to facilitate planning of new supply requests.
- With Assistant Logistics Officer, compile monthly reporting of storage status and especially on the stock balance of the month after verification.
- In case of any losses of items from any of the warehouses, report immediately to line Manager and/or to other available responsible as directed.
- Ensure safety of the goods in the storages is not compromised through damage (eg. water, rodents, insect infestation etc), through the expiration date of goods (notify users in a timely manner through monthly reports etc.), or through theft (report any lapse in security that could compromise Tearfund's assets and stock).
- Supervise all storage activities including reception and dispatching of goods, and ensure that stores are clean, well-organised and secure at all times.
- Ensure the storage key is kept securely and access to storage is controlled at all times.
- Receive invoices, record as received and pass for processing.
- Assists the ALO with other logistics related tasks when requested.

4.2. CORPORATE POLICY AND COMPLIANCE

- Maintain responsibility for own H&S awareness and apply Health and Safety procedures relating to the handling of stock, fuel and warehousing.
- Maintain responsibility for own professional development through learning, trainings and visits to other NGO compounds, where appropriate.
- Ensure best practice is adhered to and support others in team to adhere to correct procedures
- With the Logistics Manager and other team members, contribute towards developing policies relating to warehousing and stock control.

5. SPIRITUAL LEADERSHIP

- Support staff's spiritual well-being and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

Other Information

- Tearfund seeks, as an organization, to be committed to Christ in all we are and all we do.
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PART 2 – PERSON SPECIFICATION

JOB TITLE: Store Keeper



	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Diploma in warehousing and/or appropriate equivalent qualification. 	<ul style="list-style-type: none"> Associated technical qualification (e.g. Warehousing)
EXPERIENCE	<ul style="list-style-type: none"> One year's previous experience working within an INGO Experience of Logistics within a humanitarian setting Good command of written and spoken English Excellent command of written and spoken local language 	<ul style="list-style-type: none"> Previous experience of warehouse management Health & Safety at work Cross-cultural work experience People management skills
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Good organisational and administrative skills Management of casual labour Problem solving Self-motivated Fast learner Excellent written and verbal communication skills Computer literate, able to work efficiently in Word and Excel Ability to lead, participate and facilitate in collective staff prayer and bible studies 	<ul style="list-style-type: none"> Driving Licence
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed Christian with a personal relationship with God Team player Commitment to Tearfund standards and values especially with regard to honesty, transparency and accountability. Flexibility and an ability to remain calm under pressure 	

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the office of PLAN International, Located in Hai Gabat. , detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **31st August 2021 at 5:00pm**.

NB:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews
- Applications once received are not returnable
- Contract period for this position will be 10 months and can be extended subject to available programme funding.

