

MSF Switzerland (MSF-CH)
JOB VACANCY - WAREHOUSE SUPERVISOR

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position.



Position: Warehouse Supervisor

Number of Vacancies: 1

Location: Juba

Scope of responsibilities:

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

Main tasks:

- Planning and supervising on a day-to-day basis the Warehouse and Stock Management activities in the 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 and excess stocks. Regularly checking inventory levels (physical counts) and keeping inventories up to date.
 - Checking, recording and arranging the goods received and ensuring the availability of a wide range of items for projects.
 - Ensuring that all items are well organized and correctly stored according to their specificity, well protected, fully identified.
- Supervising the team under his/her responsibility including training, objectives setting and management of Daily Workers
- Provide reportings on Warehouse Activities to line manager.
- Archiving and Filing: Responsible for of different activity relevant fillings and documentation
- Performing delegated tasks according to his/her speciality.

Recruitment criteria

Education: Minimum Secondary School Education / Desirable warehouse management related Studies

Experience: 2-3 years of stock and warehouse management in MSF or any other International NGO

Languages: Fluent English mandatory (Writing and Speaking) and speaking Arabic

Skills: Basic mathematics and use of measuring equipment

Computer literacy: Knowledge of Excel and Word Skills

Competencies: Result & Quality orientation, Teamwork, Flexibility, Commitment, Stress Management, People Management



How to Apply:

South Sudanese candidates are invited to submit their application (detailed CV, Motivation letter, Copy of Secondary School certificate and National ID Card)

Submit your full application to the CV box located at the MSF administration office in Hai Cinema, Juba, Plot No 23, Block A1, Juba OR to our email: msfch-southsudan-pdm@geneva.msf.org by date 27/03/2024, by 05:00 pm South Sudan Local Time.

Only short-listed candidates will be contacted.

Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or If you have any questions or requests, you can contact the Personnel Development Manager at the MSFCH office in Hai Cinema – Juba.