

**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN**

**VACANCY ANNOUNCEMENT**

**JOB TITLE:** Logistics and Warehouse Assistant (4)  
**DUTY STATIONS:** Kueryiek  
**REPORTING TO:** Warehouse Coordinator  
**STARTING DATE:** ASAP  
**DURATION:** 1 Year (Renewable)  
**SALARY:** Attractive as per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

**1. Roles and responsibilities**

The purpose of the Logistics and Asset Warehouse Assistant position is day-to-day management of food commodities and other materials in the designated area within the logistics team.

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the logistics function.
6. Promote the efficient management of all assets.

Specific responsibilities.

- Receive food commodities and other materials
- Sign waybills of all receptions and document all stocks movements(in/out) according to warehouse guidelines
- Update stock cards as per items issued/received with relevant information
- Ensure expiry dates are strictly followed and line manager is alerted three months before
- Conduct weekly inventory and produce relevant stock status
- Suggest improvement in heaping, cleaning and other stock management practices
- Ensure weak points are identified and communicated to safety staff for corrective actions
- Daily supervision of casual workers involved in handling items within the warehouses.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:



- Cleaning, Logistics and security staffs
- Transporters and Casual workers/daily incentive workers
- Humanitarian partners receiving food from WFP rub hall

## 2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies

These skills, knowledge and experience are important for effective performance.

#### **Generic professional competencies:**

- Most have at least higher secondary level education.
- Previous experience from working as storekeeper or logistics function
- Computer skills (primarily MS Office applications), essentially Microsoft Excel
- Some knowledge of English and Juba Arabic. Knowledge of other local languages is essential.
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Valid national identification documents are a requirement

#### **Context/ Specific skills, knowledge and experience:**

- Knowledge in arithmetic and Statistics

## 3. Competencies

### 1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

### 2. Behavioral competencies

These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- Managing resources and achieving results
- Handling insecure environments
- Working with people
- Coping with change

### 3. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies for this position:**

- Ensure compliance with NRC procedures and policies
- Experience from working as a FSL Project Officer in a humanitarian/recovery context
- Experience in running food security and livelihood activities especially agriculture activities, livelihood activities, awareness activities and Cash Based Initiatives tools and approaches
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own manager skills/profile



- Fluency in English, both written and verbal

**Context related skills, knowledge and experience** (shall be adapted to the specific position):

- Knowledge of the context
- Knowledge of Juba Arabic and other local languages an advantage
- Good-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven skills and experience in report writing
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options

**Application Procedure:**

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will **NOT** be returned.
- Applications must be submitted no later than on the **20<sup>th</sup> May 2020** by email [SS.job@nrc.no](mailto:SS.job@nrc.no), or in an enclosed envelope clearly marked "**Logistics and Warehouse Assistant -Kueyriek**" to any near by NRC offices
- NRC Human Resource Office in Juba.

**Only short-listed candidates will be contacted, by e-mail or by phone.**

**FEMALE WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE ENCOURAGED TO APPLY**

**The position is open to South Sudanese Nationals Only**