



## COMMUNITY DEVELOPMENT AID (CODAID)

50-4-3  
Approved by  
me/ 02/02/22  
Mittah



### ❖ JOB VACANCY ADVERTISEMENT 02/02/2022

Job Title	Logistic Assistant for Ware House.
Location of the position	Chukudum Budi County.
Position open for	South Sudanese only.
Report to	Field Coordinator
Closing Date for Position	19/2/2022

### ❖ ORGANIZATION BACKGROUND.

Community Development Aid [codaid]' codaid is nonprofit and non- partisan organization that is established by south Sudanese as a response to the long—term conflict situations of the south Sudanese that has devastated lives of many women left widowed, children orphaned and some surviving in internally displaced person [IDP] Camp in south Sudan and others fled to refugee camps in the neighboring countries of Sudan, Ethiopia, Kenya, Uganda, and Democratic Republic of Congo [DRC].with others finding their ways to some countries in the west.

Codaid was created with the mandate to support the people most affected by the conflicts in the conflict in South Sudan. Community Development Aid [CODAID] Was founded in February 2016 in Juba and officially launched in December 2017, registered by the Government of South Sudan's Relief and rehabilitation commission [RRC] Number 1,216.

CODAID has signed a one-year MoU with WFP to manage a warehouse in Chukudum on Behalf of WFP to serve other partners. CODIAD is looking for a well-qualified and experienced person to fill this position.

### ❖ Job Description.

- Logistic Assistant oversee the entire supply chain, from ordering and warehousing to delivering materials/items to the area and Final distribution Points.
- Logistic assistant is responsible for processing requests, keeping inventory, coordinating transportation and maintaining databases are among the duties fulfilled by a Logistic Assistant.
- The Logistics Assistant is responsible for inventory control and the receipt and distribution of items and products (to WFP CPs under the WH and generates reports.
- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap,



- label, ship, deliver)
- Receive and process warehouse stock products (pick, unload, label, store)
- Receive Items and ensure both quality and quantity
- Trace, track and expedite purchase processes
- Create and maintain contact with WFP and CP to ensure timely delivery of goods
- Interact with third-party logistics service providers/ secondary transporters
- Ensure accuracy of all inventories
- Maintain communication with warehouse staff to ensure proper working order
- Ensure asset register are up to the date
- Ensure warehouse /store is well arranged
- Control and manage efficient use of the WH resources
- Filling procurement document and warehouse document
- Ensure that the warehouse equipment and material are in the warehouse.
- Check the condition of warehouse every day.
- Ensure that the warehouse is open every morning for commodities to get ventilation.
- Ensure that all the commodities are on pallets.
- Ensure that all the warehouse documents are filling in good condition,
- Ensure that the warehouse should be cleaned every morning per day
- The log assistant should be in charge of ware house staffs.
- Log Assistant should be in the field of Chukudum where the ware house will be establishing.

❖ **Job Requirement.** /skills knowledge and experience

- The candidate should have a Maximum of Bachelor Degree in Logistic and Procurement from and recognized institution or university.
- The candidate should have minimum of diploma certificate, with experience in log working with organization are encouraged to apply.
- The candidate Should have work experience of five years any above.
- Candidate should have Excellent knowledge in both written and Spoken English and knowledge in local language is an added advantage.
- Proficiency in inventory software, as well as Microsoft Word, Excel, Outlook
- Strong organizational skills
- Ability to lift heavy objects
- Valid Class G Driver's License

❖ **Reporting.**

- The log assistant will be reporting direct to field Co-coordinator.

❖ **How to apply.**

Interested candidates should submit a non---- refundable application letter academic documents and [CV] together with names of three reference not later than or Application should be submitted to Human Resource Department.

Our Address; Tong\_Ping BilPam Road Near to Old cemetery.





Email; [codaid2017@gmail.com](mailto:codaid2017@gmail.com)

Contact; +211924600725/+211911742298.

Only short-listed candidate will be contacted.

