MEDECINS SANS FRONTIERES

JOB VACANCY
EXTERNAL

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Médecins Sans Frontières – BELGIUM (MSFB) in RENK PROJECT is recruiting a

WAREHOUSE SUPERVISOR (01)

Médecins Sans Frontières (MSF) is an international, non-governmental, medical relief organization which provides assistance to populations in distress, to victims of natural disasters and armed conflict irrespective of race, gender, religion, creed or political convictions.

MAIN PURPOSE OF THE FUNCTION

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

ACCOUNTABILITIES

- Planning and supervising on a day-to-day basis the Warehouse and Stock Management activities in the project or 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 (expiries, damages due to bad storage conditions, temperature breach) and excess stocks. Regularly checking inventory levels (physical counts), keeping inventories up to date and monitoring consumption
- Checking, recording and arranging the goods received and ensuring the availability of a wide range of items for various projects and departments (medical supplies, food, spare parts, tools, equipment, etc.)
- Ensuring that all items are well organized and correctly stored according to their specificity, well protected, fully identified and easily accessible (cleanliness, security, access, etc.)
- Supervising the team under his/her responsibility including the definition and planning of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule and organizing and leading team meetings
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility to ensure both the sizing and the amount of knowledge required
- Performing delegated tasks according to his or her speciality and as specified in his/her job description

MSF CONTEXT SPECIFIC ACCOUNTABILITIES

The Renk project has initiated a transition from an emergency project to a regular project in 2026. From two different locations in rub halls, the stock was moved in April-May 2026 to one sigle warehouse facility. In Q4 and Q1 of 2027, the objectives will be relative to the stabilization of the warehouse activities:

- In alignment with Warehouse safety and GSDP protocols, propose and improve the storage conditions including the use of shelves and other warehouse equipment
- Propose storage strategy especially for justified sleeping stock in agreement with stock referent
- In collaboration with the Supply Manager, implement an inventory chronogram with full and partial inventories
- Improvement of the discrepancy rate with target set at 10%
- Assure the integrity of all stock including Eprep stock and any sensitive items such as chlorine, oil etc.

Operations

- Picking from the stocks is available within 3 days of the IR validation from the budget referent at project level
- Coordinate and supervise arrival of cargo from Juba: ensure space availability and tidiness of the warehouse, supervise and liaise with the Radio Room and/or SC Sup for movements to the airstrip for collection/delivery of cargo (MSF cars or rental trucks), liaise with unions for loaders (cash in advance arrangement for payment must be arranged asap upon confirmation of the arrival)

- Receptions from Juba and Renk suppliers are integrated in Unifield 48 hours upon reception (exceptions are allowed if the stock is undergoing an inventory). Reception report is sent to all stakeholder within 72 hours upon reception. Follow up is done accordingly with the assistance of the Supply Manager when necessary
- Receptions in Unifield are 100% accurate compared to physical reception (quantity and quality)
- Requestors are notified upon arrival of the articles to ensure smooth operations
- Articles in cross docking are known and discussed with budget referent for the need to integrate in the stock if necessary
- Monitor expiry dates and notify Supply Manager and the stock referents in case of close expiry/need or decommissioning

Archiving and data:

- 100% of the month warehouse report is issued and shared with stock referents
- 100% of shipping documents in and out of Renk project must be archived in designated box files
- 100% of articles are integrated in Unifield
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HR:

- Activities are planned: requests for daily workers are submitted at least 72 hours in advance to HR, following validation of the Supply Manager
- Feedback processes of the supervised team are completed in a timely manner and discussed with the Supply manager (priorities, action plan or swap/detachment proposals)
- Any incident is reported immediately to the Supply Manager and supported by an Incident Report when required.
- The Supply department of Renk project is only in charge of the stock management for logistical items. The medical stock is managed by the Pharmacy team.

MINIMUM REQUIREMENTS AND COMPETENCIES

Education	**Required:** • Secondary education **Desirable:** • Warehouse or supply management related studies
Experience	**Required:** • At least three years of experience in Warehouse storekeeping / management. **Desirable**: • Experience as a Warehouse Supervisor or Warehouse Manager • Strong proficiency in UniField • Experience in team supervision • Knowledge of MSF Warehouse procedures
Languages	Essential good written and spoken English and Local language
Knowledge	Essential computer literacy (word, excel, outlook, SharePoint)
Competencies	• People Management • Commitment • Flexibility • Results • Teamwork

WORKING HOURS AND SALARY

- FULL TIME: 176 HOURS PER MONTH
- SALARY WILL BE PAID ACCORDING TO THE MSF SALARY GRID LEVEL 06

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization
that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural or man-made disasters.

HOW TO APPLY

1. Follow the below link OR scan the QR code to access the online job application survey. Candidates must fill in the survey in order to be considered for shortlisting: https://forms.cloud.microsoft/e/H0h1e5x8xF?origin=lprLink

2. After completing the survey, send the following documents to email: MSFOCB-Renk-recruitment@brussels.msf.org
    1. CV and motivation letter
    2. Copy of relevant diplomas
    3. Copy of work certificates
    4. Copy of South Sudanese National ID
    5. **Labour card**

Incomplete applications will not be considered.

3. You can also send the hard copies of all required documents to Médecins Sans Frontières – BELGIUM project locations in Juba, Yei, Kajo Keji, Renk, Boma and Maruwa.

The interested candidates must answer the online survey and submit their documents before **3rd December 2026 at 4 PM.**

The reference **[Warehouse Supervisor]** must be stated in the email to be valid or written on the envelope submitted in hard copies. All applications will remain the property of MSF-B.

Only short-listed candidates will be announced and invited for the next step of the recruitment process.

MSF is an equal opportunity employer that values diversity. Men, women and people with disabilities are encouraged to apply. MSF is committed to hiring candidates who will contribute positively to creating safe and respectful work environments.

MSF does not charge a fee at any stage of the recruitment process. All applications are free for all candidates, and no one should require any payment or compensation during the recruitment process. May the candidate be asked for any fee, he/she must report to MSF Administration through the recruitment contact.