



Advertisement For Store Keeper, Based In Otalla-Pochalla

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Emergency intervention of General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Store Keeper** based in Otalla-Pochalla. The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance. The salary for this position is Grade 3 Step 1, NPA Salary Scale.

Purpose of the Position:

To manage the warehouse/mobile storage unit in otallo through receiving and dispatching of commodities into and from the MSU for NPA/WFP General Food Distribution (GFD), Blanket Supplementary Feeding Programme (BSFP, School Feeding Programme (SFP). Reporting to the project officer, the storekeeper shall have direct responsibility of supervising cleaners, guards and potters, overseeing overall management of the warehouse/MSU at Otallo.

The responsibilities include, participating in distribution of food, weekly and monthly physical inventory, organizing receiving and dispatch of food from the warehouse and reporting.

Duties and Responsibilities:

- Receive food into the warehouse and ensures cleanness of the warehouse/MSU all the time including proper stacking.
- Release food for distribution from the warehouse and keeping good track of the deliveries and dispatches
- Ensure that the Commodity Reports are accurate and reliable for completion of the weekly, monthly stock reports; including food distribution reports.
- Work closely with the Distribution team at field level to collect all waybills and supportive documents for stock reconciliation and reporting.
- Ensures all physical inventory, stacking, ledger books and stack cards are available at the warehouse
- Liaise with project officer on monthly and weekly stock consolidation
- Maintain a clear and complete paper trail for all the commodity transactions from WFP/ NPA warehouses to distribution points.
- Maintain a clear accounting and documentation process for each shipment and maintain the shipment files.
- Supervise the guards and cleaner at the warehouse

Desired Qualifications/Skills/Experience:

Diploma preferably in Logistics or related field.

At least 3-4 years' experience in Relief /Humanitarian work particularly warehouse management, Food Assistance, Good understanding of General Food Distribution (GFD), Blanket Supplementary Feeding Programme (BSFP), School Feeding Programme (SFP)

Have strong interpersonal skills

Good problem solving skills

Honest and neutral individual

Teamwork player and strong interpersonal skills

Good communication skills

Excellent report writing skills

Computer literate.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Pochalla Office.

Applications submitted after 12:00 noon on Friday 29th April 2022, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.



Approved by RRC

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