



**MEDECINS
SANS FRONTIERES**



MSF Switzerland
Hai Malakal
Juba Town
South Sudan

JOB VACANCY
WAREHOUSE SUPERVISOR – JUBA
NUMBER OF VACANCIES: 01

Médecins Sans Frontières (MSF – Doctors Without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

MSF South Sudan is currently seeking to employ a qualified candidate for the above position on a 6-month fixed term contract renewable, with a trial period of 3 months:

Main Purpose:

Plan and supervise the execution of the Warehouse and Stock Management activities in Juba or the project per demand according to **MSF** protocols and standards in order to ensure the optimal functioning of the mission and the projects.

Accountabilities:

- Plan and supervise 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 manage medical and non-medical stocks in conjunction with the supply officer and the stock owners and assume responsibility for the warehouse and its contents.
 - Ensure 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 check inventory levels (physical counts), keeping inventories up to date and monitors consumption.
 - Check, record and arrange the goods received and ensure the availability of a wide range of items for various projects and departments (medical supplies, food, spare parts, tools, equipment, etc.).
 - Ensure that all items are well organized and correctly stored according to their specificity, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Supervise the team under his/her responsibility including the definition and planning of each person's tasks (daily supervision and check the quality of their work); draw up work schedule and holidays plan for his team; organize and lead team meetings.
- Supervise, 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 in order to ensure both the size and the amount of knowledge required.

- Responsible of the filling of all the documents / papers produced in regards of the warehouse activities.
- Perform delegated tasks according to his/her speciality and as specified in his/her job description.

Recruitment criteria:

Education: Secondary education, warehouse management related studies.

Experience: Minimum of 2 years' experience as Warehouse Manager and/or experience in MSF Logistics department or other NGO's would be desirable.

Languages: English and Arabic required.

Knowledge: Basic Mathematics and use of measuring equipment. Computer literacy skills (Word, Excel, Internet) required.

How to apply:

Interested South Sudanese candidates should submit their application with motivation letter, CV, copies of certificates and national ID by email to msfch-juba-dhrco@geneva.msf.org by **29th July 2022, 5:00pm**. Please clearly mark "WAREHOUSE SUPERVISOR - Juba" in the subject title of your email.

Equally qualified women are strongly encouraged to apply.

Only short-listed candidates will be contacted. Applications received will not be returned.