



VACANCY ANNOUNCEMENT

Johanniter-International Assistance is an International Non-Governmental Organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. In South Sudan, Johanniter is operating health, ICCM, Protection, nutrition and WASH (Hygiene promotion) programs in former Western Bahr el Ghazal State which is currently known as Wau State.



Job Title: Store Keeper (1post)	Duty Station: Wau office
Department: Logistics	Section: Support
Supervisor: Logistic Officer/Manager	
Other Relationships: M&E officers, Nutrition officers, WASH Staff, Logistic officer, Finance and HR Staff, project coordinator	
Staff Managed: None	
<p>Main Purpose of Job:</p> <p>This position is under direct supervision of the logistic officer or Manager. Therefore the store keeper will be in charge of the store and also responsible for store control within the office and in the main store. The primary duties of the store keeper is to take lead of the main store to which he/she is entrusted to receives and arranges materials, preserve the material, recording, issuing of material, and monitor and the supervises the store. The overall objective of the store keeper is to ensure the proper record of both medical and non-medical items available in the main store and also ensure that the supplies are well recorded in and out store at all times and put a strong stock management system to control.</p>	
<p>Main Duties:</p> <ul style="list-style-type: none"> • Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner. • Familiar with description (specification, unit of quantity, application) of drugs, therapeutic foods and other program supplies in order to provide the right materials requisitioned. • Issue the required medical and non-medical supplies as per approved procedures to ensure supplies issued are as per requisitions received and delivery is made to authorized personnel. • Applies a physical classification system to items of similar nature are stored in pre designated locations for ease of access and optimisation of time and efforts in supplies handling. • Implement and maintain a filing system that ensures Goods Issued and other documents are preserved and easily retrieved and establish the stock card and bin card system. • Coordinate and participate in special and scheduled stock counts as required. • Follow all relevant safety, quality and environmental control procedures and instructions so that personal safety/the safety of others is not jeopardised and a minimum level of product/service quality and environmental impact can be guaranteed. • Inspects and verifies that received stock meets specifications and that orders are complete. Resolves order problems with vendors and departments, as necessary. 	





- Stores articles by style, size, material, etc. according to departmental procedures. Rotates supplies to ensure that items do not expire before use
- Performs inventory of stock room supplies on a weekly and semi-annual basis. May supervise inventory maintenance and determine redistribution actions for stored goods when necessary. May document storeroom operations for billing and inventory control.
- Performs various clerical duties such as data entry of requisitions and receipts and answering phones. Answers staff questions regarding storeroom activities, as required, ensuring that quality service is delivered. Assists staff in evaluating new products and suggests product substitutions when necessary
- Maintains a clean, sanitary and orderly storeroom. May make decisions regarding the physical layout of the storeroom.
- Regularly check the functionality of rooms and compound bulbs and smooth running of the generator including controlling the working hours of the generator and its service needs
- Supervises directly the hospital guards and ensure security within the hospital is maintained
- To carry-out any other duties and/or responsibilities assigned by his/her immediate supervisor.
- Maintain a personal standard of cleanliness and hygiene at all time
- Ensures proper maintenance of the stabilization center infrastructure and equipment
- Assist for compiling monthly stabilization center food and supplies stock reports on time

Reporting:

- Supply, Security, maintenance and other concerns to the supervisor in a timely manner

Systems Compliance and Improvement:

- The Johanniter-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from program manager or country office

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the Johanniter Anti-corruption, Sexual Abuse and Exploitation Code of Conduct are reported to the Project coordinator. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of corruption, sexual abuse and exploitation of beneficiaries by The Johanniter and other humanitarian workers

Confidentiality:

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of the Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty. Confidentiality is of great importance. Disclosure of Johanniter confidential matter is a disciplinary offence.

Note: The role of the Store Keeper cannot be limited to the specific duties and tasks detailed





herein. The success of the Johanniter humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the store keeper will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Qualifications, Skills and Experience:

Experience:

- Diploma in bookkeeping, logistic and procurement or high school completed and have equivalent experience
- Punctual and reliable
- Experience in basic maintenance of generator
- Basic computer skills
- Proficiency in English is more advantageous
- Ability to be diplomatic, whilst firm with visitors
- Working with a non-profit humanitarian organization
- Remains productive when under pressure.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds

Functional skills and knowledge:

- Remains productive when under pressure.
- Relates and works well with people of different cultures, gender and backgrounds.
- Good communication skills.
- Should be a Team player
- Ability to work with minimal supervision

Languages: Fluency in local language and good working knowledge of English and Arabic.

The position is open for: **SOUTH SUDANESE NATIONALS WITH ALL NATIONAL DOCUMENTS.** Please submit a cover letter outlining your interest, qualifications and CV if you would like to be considered for this position.

Applications submission is not later than Thursday August 22nd, 2019 at 5:00 PM South Sudan time.

How to apply: Deliver your updated CV, cover letter, certificates and copies of your national ID as single document to the office of HR Department at Johanniter International Assistance, Wau office located in Daraja west at former GIZ office in **Sika Hadid**, Wau State – South Sudan.

While our country office in Juba is located adjacent to **TM lion Hotel**, opposite **Suk Wewe**.

Please indicate the title of the position you are applying for in the subject line of your application and note very well that an unmarked application will not be considered for short listing.

However, only the short listed candidates will be contacted for the interviews. Attach only the copies of your academic credentials while the original will be asks during the interview.

NB. All the photocopies will remain the property of Johanniter International Assistance.

Note: Qualified female candidates are strongly encouraged to apply

