



JOB #: WHM-SCM-RAD-11/09

JOB OPPORTUNITY//RE-ADVERTISEMENT!!

Position: Warehouse Manager (1 Vacancy)

Department: Supply Chain Management

Reports to: Supply Chain Manager

Location: Juba

Job summary

You will manage all activities related to warehouse delivery/handling, receipt, stacking, storage, and dispatch of goods in support of the delivery of high-quality programming to the poor and vulnerable. You will ensure that goods donors entrust to the organization are physically safeguarded and remain healthy and intact in the warehouse(s) and are properly accounted for in compliance with CRS and donor regulations and international and local supply chain standards and requirements.

Job Responsibilities:

- Manage warehousing/storage facilities and all necessary equipment and supplies, ensuring they are secured and maintained in excellent physical condition and quantities consistent with established security, safety, care, and health requirements for storage and safeguarding. Ensure optimal space and resources utilization.
- Works in close collaboration and coordination with the Logistics Manager, Procurement Manager, the Transportation Officer, and service providers to plan for and implement goods receipt, storage, and dispatch per delivery schedules efficiently and effectively.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance management for direct reports. Monitor and assess performance to ensure adequate capacity for successful support of high-quality programming.
- Coordinate and supervise inbound and outbound goods handling and inspect and verify goods receipts and dispatches against waybills to accurately account for quantities, shortages, damages, losses, or unfit goods.
- Support inventory management of all expendable and non-expendable items under projects. Initiate regular warehouse physical inventory counting and prepare reports



- Implement inventory control systems for proper goods handling and accounting. Conduct cycle counts for inventory accuracy and perform regular inspections to minimize risk.
- Ensure the maintenance of up-to-date warehouse records (stock ledger, bin cards, loss status reports, waybills, etc.) and filing systems for monitoring, control and reference. Coordinate and oversee data recording in relevant systems. Prepare accurate and timely reports related to inventory, stock control, and warehouse activities.
- Submit regular and updated warehouse inventory report
- Submit timely incident or loss report
- Handle reverse logistics and proper record keeping of stock
- Ensure all Warehousing tools and system are in place

Background, experience, and requirement

Education and experience

- High school diploma required. Bachelor's degree preferred. Professional certification in supply chain, accounting or finance preferred.
- Minimum of 3 years work experience in inventory or warehouse management with progressive responsibility and preferably with an international organization.
- Knowledge and understanding of inventory management and control principles.
- Staff management experience and abilities that are conducive to a learning environment, including training experience.
- Proficient in MS Office package (Excel, Word). Experience with database management systems (e.g., MS Access) is a plus.

Personal skills

- Strong planning, coordination, prioritization, and time management skills
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good communication and relationship management skills
- Proactive, resourceful, solutions-oriented and results-oriented

Required/desired foreign language: N/A

Travel required:

Key Working Relationships

Supervisory:

Internal:

External:

Agency-wide competencies (for all CRS staff)

These are rooted in the mission, values and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting relationships
- Professional growth
- Partnership
- Accountability

Competence Relevant for the Specific Position

Monitoring, Evaluation, accountability, and Learning (MEAL) competencies

- **Monitoring:** implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Evaluation:** Facilitates the use of monitoring data during quarterly participatory reflection events and other for a with partners and other stakeholders to inform project decisions.
- **Accountability:** actively seeks and responds to feedback from all members of targeted communities and other stakeholders
- **Learning:** promotes the application of learning to improve program quality and to strengthens agency influence among external stakeholders.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protection children and vulnerable adults from abuse and exploitation.

Application Submission:

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: WHM-SCM-RAD-11/09

Interested Candidates should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **November 26th, 2021**. Application should be submitted to CRS' office Juba or by email to: southsudanvacancies@crs.org

Only short-listed candidates will be contacted.

Equal Opportunity Employer

- By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional referees will be asked to evaluate my behaviors related to the above safeguarding- related topics.
- Female candidates are HIGHLY encouraged to apply!