



Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

**Vacancy:** Warehouse Assistant.  
**Reports to:** Warehouse Officer  
**Duty Station:** Juba.  
**Posting date:** March 31, 2023  
**Start Date:** ASAP.  
**Deadline of Application:** April 21, 2023.

#### SUMMARY OF THE POSITION

The Warehouse Assistant will be responsible for incoming and outgoing of all materials, services and coordination of their movement to the end users from the warehouse. The warehouse assistant works in conjunction with Juba and field operations team to facilitate and implement best warehouse practices and procedures in compliance with the Samaritan's Purse Warehouse policies, FOG and donor rules and regulations. The key tasks include but not limited to Receiving goods, Inspection, Verification flights and road coordination, Liaison with government authorities, supplier vetting and, dispatch management among others.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support to work closely with Warehouse officer, and flight logistic officers to make sure all Cargos are planed well, ensure correct items/Weight are loaded as per the Priority List and based on the flight capacity, communicate to senior warehouse officer if any changes on the flight schedule.
- Assist the warehouse officer in receiving of good, inspection, verification and reporting.
- Deliver materials to the appropriate locations for storage.
- Assist the warehouse officer to maintain materials in the warehouse.
- Assist the warehouse officer to update stock cards of office consumables.
- Assist to provide stock accountability to warehouse officer by sharing timely daily/weekly product movement report when receive and dispatch items.
- Assist in supervising the loading and off-loading of goods/products.
- Assist the warehouse officer to process and service all internal material requisitions and filing copies as necessary.
- Work with warehouse officer to maintain warehouse records of all materials received/dispatched from and out of South Sudan and return from the fields.
- Assist the warehouse officer to prepare waybills for flight manifest.
- Maintain a personal relationship with and be a consistent witness for Jesus Christ
- Assist the warehouse officer for receiving fuel and dispatching.
- Assist to maintain warehouse cleanness and hygiene.
- Any other administrative duties assigned by the supervisor.



**PREFERRED SKILLS/QUALIFICATIONS:**

- Diploma in Business Administration or Store related from a recognized college or university.
- At least 2 years' experience in warehouse with an emergency relief base NGO
- Excellent skills in problem solving and conflict resolution, crisis management and training facilitation.
- Ability to correct errors, collect data, establish fact, and draw valid conclusion.
- Ability to pay attention to detail and work under pressure in a cross-cultural environment.
- Experience working in a multi-cultural environment.
- Ability to plan, organize, manage time, and meet deadlines.
- Ability to read and write English and interpret documents such as invoices, delivery notes

**Samaritan's Purse has “Zero Tolerance approach” to Sexual exploitation and abuse and does not allow any partner supplier subcontractor, agent or any individual engaged by Samaritans Purse to engage in any form of sexual abuse or exploitation against Vulnerable or other adult’s associating with its work.**

**How to apply:** Address your application to HR Department – Samaritan’s Purse International, Juba and submit your hard copy Cover Letters, CVs & Academic documents to SP Country Office situated in Hai Cinema next to Landmark Hotel by April 21, 2023 before 5:00 PM. Women are strongly encouraged to apply.

Applications can also be sent via email to: [RecruitSouthSudan@samaritan.org](mailto:RecruitSouthSudan@samaritan.org).

We do appreciate your interest in working with us. However, only short-listed candidates will be contacted.

