



world relief™
SOUTH SUDAN

STAND / FOR THE VULNERABLE™

World Relief South Sudan
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Position Title: Logistics Assistant
Department: Operations
Reports to: Roving Logistics officer
Job Grade:
Duty station: Juba

Position core performance areas:

The Warehouse Assistance will have four core function areas:

Warehouse management: Responsible for daily and weekly stock inventory update; maintain warehouse house access security; safety & management of program materials; maintain cleanness of warehouses and stores of World Relief and receive and release stock based on approvals of authorized staff

Procurement process: Receives stock from vendors during the delivery process, verify the stock in reference to Purchase order, prepares Good Receive Note (GRN) from the Purchase Order list of products, coordinate with the procurement team and requesters during the reception of goods and makes joint verification, update the new stock into the weekly stock report.

Fleet Management: Release fuel for the vehicles and generator from the fuel store, update the fuel quantity issued into the fuel tracker, release the vehicle spare parts to the mechanic when needed.

Assets Management: Arrange all new assets and materials in their respective places segregated per field site in the warehouse; advise the logistics officer on condition of assets in the warehouse; Monitor the expiry dates of food and non-food items and advise the log officer timely (three months before the due date)

Detailed Key roles and responsibilities”

Warehouse management

- Arrangement of the warehouse in professional way considering rows and columns to allow easy movement during inventory and supervision in the warehouse.
- Conduct regular cleanness in the warehouse and arrange the stock in proper way on pallets or plastic sheets.
- Loading and off-loading of stock coming into warehouse and taken out of the warehouse and arrange the balance in a proper place as per warehouse guide lines.
- Conduct inventory in the warehouse and update the stock cards.
- Arrange the stock cards in the warehouse in a location that is visible for easy tracking
- Update the stock cards for stock-in and stock-out of warehouse.
- Arrange the files and record books in the warehouse.
- Ensure the warehouse both in side and out side is clean and safe.



- Release approved items from the warehouse considering that the paper is fully signed and authorized.
- Arrange the goods released forms and waybills in a proper file system.

Procurement Process

- Receive goods from vendors during delivery of new stock after the procurement
- Verify the new stock delivered in reference to the purchase order list
- Ensure the quantity and quality of the stock delivered is in line with the purchase order
- Prepares a good receive note (GRN) for receiving a new stock from vendors
- Weighing of the new stock to get exact kilograms
- Record new stock into weekly inventory report

Fleet Management

- Release fuel from the fuel store for vehicles and generator after approval
- Update the fuel quantity issued into the fuel consumption tracker
- Prepare a fuel consumption tracker report and share with Roving Logistics Officer on weekly bases

Assets Management

- Arrange all new assets and materials in their respective places segregated per field site in the warehouse
- advise the logistics officer on condition of assets in the warehouse,
- Monitor the expiry dates of food and non-food items and advise the log officer timely (three months before the due date)

Qualifications and Experience:

- Degree or Diploma in Logistics related course with warehouse component
- Must be South Sudanese.
- 1-2 years working experience with experience in similar job and vise-versa.
- Previous working experience with International NGOs in a similar position is advantageous.
- Good understanding, reading and writing of English
- Knowledge of Basic English; Arabic and Nuer is a plus.
- Profess Jesus Christ as Lord and Savior
- Humility, teamwork, and flexibility.



APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of certificates, including copy of the nationality (no original documents)
- Indicate in your Email subject the position you are applying for or write clearly the position you are applying for in an envelope in case of hand-written application.
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.
- Address your application to the world Relief Office Juba Office or email application send to WRSSRecitment@wr.org including the job title in the subject line or email.

Applications must be received by October 27th 2023, at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

