



**Save the Children**

7<sup>th</sup> October, 2020.

## **External Job Advertisement**

VA – NO: 2020/10/07BR

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

**Job Title:** Ware House Assistant (1).  
**Location:** Bor-Jonglei State  
**Reports to:** Supply Chain and Admin Officer  
**Contract period:** Three (03) Months – with possibility of extension.

### **JOB PURPOSE:**

The Warehouse Assistant will provide an overall day-to-day management responsibility support for the administrative, logistics and transport of the Bor Office supply Chain Department (Warehousing and Distribution), ensuring the stock at the Bor warehouse are managed in line with the stock management guidelines and records are properly maintained

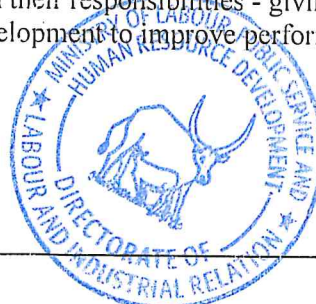
### **KEY AREAS OF ACCOUNTABILITY:**

- Ensure that Save the Children minimum standards of logistics procedures are introduced and adhered to within Field Office.
- Centralize the Programme supply chain by the setting up of effective order management systems at local level.
- Ensure local, national and international warehousing practices are compliant with Save the Children international and donor regulations.
- Ensure national transportation of freight by land and air is in line with Programme budgets and needs; ensuring the most cost effective and reliable means of transport is used for the timely delivery of supplies to projects.
- Ensure stock management and administration systems are implemented. Monitor projects stock levels and advise on appropriate stocking and replenishment to meet project demands.
- Ensuring that all incoming and outgoing stock is controlled according to SCI procedures and that all appropriate paperwork is in place.
- Making proper arrangements for receiving and dispatching commodities
- Ensuring that regular stock reconciliation is carried out and any discrepancies are properly investigated and reported to the budget holders.
- Ensuring that all incoming and outgoing stock that are targeted for beneficiary distributions and program use and all GIK and program stock accurately are captured into TIM
- Endorsing for approval stock movements that have been captured in TIM
- Ensuring that stock in TIM and Physical inventory are properly reconciled and are always balancing.
- Monitor medical storage conditions including updated track of records of the temperatures on daily basis.
- Ensure all the storage facilities are keep neat and well light, with fully functional air conditioning.
- Proper segregation of the medical supplies according to their respective classes.

### **SKILLS AND BEHAVIOURS (our Values in Practice)**

#### **Accountability**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved



**Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

**Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

**Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

**Integrity:**

- Honest, encourages openness and transparency

**QUALIFICATIONS AND EXPERIENCE****Essential**

- Diploma or certificate in store management or supply chain or equivalent.
- 1-3 years of progressive responsibility in Supply Chain and administration 2 of which are spent in an international development organization
- Good organizational and management skills including problem solving;
- Good verbal and written skills in English;
- Willingness and ability to work in a collaborative and inclusive manner;
- Self-motivated and creative;
- Knowledge of medical logistics is an added advantage
- Basic experience in supply chain management particular, distribution, warehouse and stock management.
- Experience in distribution of NFIs (non-food items) and food.
- Proactive and result-oriented.
- Commitment to and understanding of Save the Children international aims, values and principles.

**Desirable**

- Additional management experience.

**FURTHER INFORMATION & HOW TO APPLY**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. To [Jobs.southsudan@savethechildren.org](mailto:Jobs.southsudan@savethechildren.org) or hand deliver at the HR Office in the Field locations mentioned above. Applications will also be received at save the children office at Hai Malakal Head Office before closing date of: **21<sup>st</sup> October, 2020 by 4:00 PM.**

*The position must be clearly indicated in your subject-line or envelop.*

*Note: SCI will continue to screen application upon receipt due to the urgency of the position.*

**Please note that:**

- This position is open to South Sudanese nationals only. This is a non-relocatable position.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

Approved by Labour office  
Borj, Jonglei State  
20/10/2020

