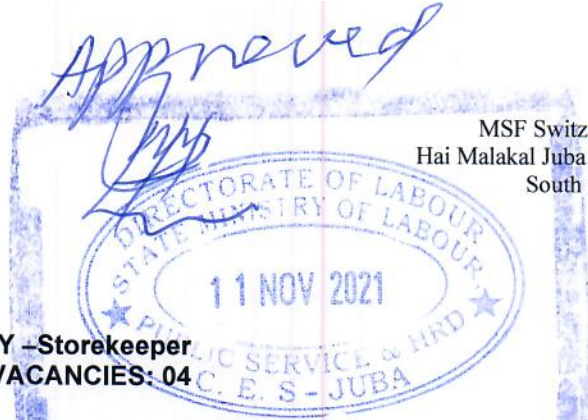


JOB VACANCY –Storekeeper
NUMBER OF VACANCIES: 04



Médecins Sans Frontières (MSF – Doctors without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

Location: Juba

Contract: 3 months fixed term contract renewable

Main Purpose:

Execute the pharmacy/medical warehouse storing activities in order to keep pharmacy stock above security level and following recommended conditions (temperature, humidity, etc.) under the supervision of the Pharmacy Supervisor, and in collaboration with the logistics team.

Scope of responsibilities:

- Supervising materials and goods orders and dispatch in order to ensure its rational use.
- Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest or others. Stores materials in accordance with the system in force in order to ensure continuous availability.
- Updating and/or creating stock cards for all stock items immediately after reception of goods. Checking the received cold boxes and controlling the cold chain-monitoring card
- Storing materials in accordance with the system in force in order to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Monitoring the store temperature and ensuring Cold Chain items are stored in an adequate temperature. Keeping a special control of "sensitive" goods: numbers of lots, expiry dates, packaging and special storage conditions
- Preparing orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, way bill number, weight and mode of transport in accordance with the line manager's instructions
- In conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
- Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the warehouse
- Assisting the line manager with preparation of the stock reports

Recruitment criteria:

Education: MANDATORY, Diploma in Procurement & Supply Management

Experience: MANDATORY 2 years' experience in similar role required. Experience in MSF or other NGO's is a plus

Languages: Good communication skills in English and Arabic required

Knowledge: Essential basic mathematics and use of measuring equipment. Strong computer skills required. Desirable ability to do basic repairs

Applications:

Interested South Sudanese candidates are invited to drop their application with **motivation letter and updated CV** with copies of their documents to the HR department at **MSF Switzerland, Hai Malakal - Juba, South Sudan** latest by **18th of November 2021 by 5:00pm**

Qualified women and people with disability are strongly encouraged to apply

Only short-listed candidates will be contacted and applications received will not be returned.

