

TERMS OF REFERENCE

Position: Storekeeper
Place of performance: South Sudan
Contract duration: 6 months renewable
Starting date: 23rd February 2021
End date: 23rd March 2021



OVERVIEW OF CTG GLOBAL

OVERVIEW OF THE POSITION

Implement the overall SCM & procurement activities necessary to ensure that all vehicles, assets, spare parts, office supplies, tyres, accessories, materials, fuel & lubricants are purchased, received, distributed, issued, controlled & inventoried for good record keeping & auditing purposes in respective area office.

GENERAL FUNCTIONS

Role objective:

Under the direct supervision of immediate supervisor & in coordination with all fleet staff, the incumbent shall perform the following duties:

- Ensure that all goods received are carefully counted & registered any differences in quantity either positive or negative are recorded on the GRN (Goods Receipt Note) or POD (Proof of Delivery) & sent back to the originator.
- Responsible for QC for all goods received, any goods received that are either damaged or incorrect should be registered & reported to immediate supervisor.
- Ensure that all spare parts & materials requested are duly authorised & accountable to make certain that these are issued for the correct makes & models in accordance to the established section criteria for each vehicle / machinery manufacturer.
- Responsible to ensure that spare parts & materials returned into stock are properly recorded.
- Prepare all requests for spare parts & materials for transfer to other depots & ensure that these are properly packed & sealed.
- Supervise & oversee the actual physical loading of spare parts & materials to other locations & ensure that they are loaded in a proper way to avoid damage during transit.
- Continuously obtain & maintain the latest up to date spare parts catalogues, prices lists, cross reference & superseded numbers for all operational assets.
- Implement proper stock management & ensure that all minimum & maximum stock levels are maintained prevent "out of stock" situations occurring.
- Organise & implement regular internal stocktaking & ensure that all stock records are accurate in accordance to auditing practices.
- Responsible to ensure that all spare parts & materials are stored in a safe, clean & secure environment using the most efficient layout with maximum space utilisation.
- Prepare orders for both local & international procurement & track the complete procurement process including, freight, customs clearance & in country processes until goods are finally received.
- Ensure that all normative guidelines, systems & procedures established for stock management are strictly adhered to.
- Responsible to ensure that all data is entered into the FMS pertaining to the stock control & tyres modules.
- Share experiences gained with other staff members & strive towards creating good team building & harmonious atmosphere.
- Travel occasionally, as required by WFP.
- Perform any other duties as requested by immediate supervisor.

Performance criteria:

- Able to maintain accurate stock records & ensure that the actual physical stock tallies with the theoretical stock in the stock module of FMS.
- Able to respond in the shortest possible time frame to requests for spare parts, materials & issue / transfer them in the most efficient manner.

Project reporting:

- This role will liaise & cooperate with all staff in the various sections of fleet.

Team management:

- This role does not have any team management responsibility.

ESSENTIAL EXPERIENCE

Education:

- Certificate in Mathematics & English as main subjects & completed a full SCM at a technical college.

Work experience:

- Minimum of 2 years of demonstrable relevant Fleet Management experience.

Geographical experience:

- Minimum of 2 year of experience in Africa (essential).

Languages:

- Fluency in English (essential) and Arabic (desirable).

Key competencies:**Qualifications & experience:**

- Completed "A" Levels in Mathematics & English as main subjects.
- Completed a full SCM at a technical college.
- Held the position of Stores Person, or similar job in a company / NGO with at least 2 years experience gained in the relevant field.
- Good working knowledge with the complete MS Office suite.
- Experience gained using a computerised FMS with emphasis on the SCM.
- Excellent command of English, reading, writing & speaking, Arabic considered as asset although not a requirement.

Other relevant information:

- Loss or damage of cargo, spares, tools or equipment as well as loss of fuel in the care of the employee shall be deducted from the salary based on CIF value or local market rate, whichever is prevailing.
 - Based on a quarterly performance evaluation, the salary payment grade shall be adjusted accordingly for the new quarter.
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In order to apply for this role please send your CV and Cover letter most preferably by email to the address: southsudan@ctg.org before the 23rd March 2021. Or deliver to WFP workshop next to Imatong gas Jebel, Suk Mamuru

IMPORTANT REQUEST

- Please note to name your CV by name e.g., "Mary Deo- CV" or "CV- John Smith"
- Kindly avoid naming CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

Interested candidates can also create a profile and apply on CTG Global careers website. Please refer to the vacancy number: VAC-4332. Shortlisted candidates will be contacted for an interview.

