

Vacancy Announcement

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.

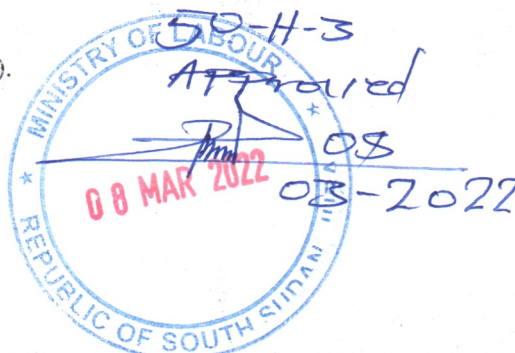
Vacancy: Senior Warehouse Officer - (1 Position).

Reports to: Logistics & Procurement Manager

Duty Station: Juba.

Start Date: ASAP

Deadline of Application: 25th March 2022.



SUMMARY OF THE POSITION

The Senior Warehouse Officer is responsible for ensuring that all warehouse functions which require synchronization between Samaritan's Purse offices are handled in a coordinated, cost effective, and timely manner. These functions include supply chain and flight transportation. To accomplish this, he/she will be the focal point for warehouse. This involves directly managing warehouse teams at the support offices (Juba and Kenya), working closely with field sites, and networking with other actors. The Senior Officer will lead in the development and implementation of processes, procedures, and systems for delivering warehouse services. Lastly the S/he will work to develop the capacity of his/her staff to ensure that they can perform daily functions with minimal oversight.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure the efficiency, accountability and transparency of the warehousing and commodity delivery operation of Samaritan's Purse (SP) projects in accordance with Samaritan's Purse and donor regulations, policies and procedures.
- By supervising the Warehouse staff, ensure competent management oversight of warehousing staff, including effective planning and monitoring, delegation and follow-up of assigned tasks, and excellence in reporting as per SP stock management.
- Oversee the cross-border activities for the importation of Medical/non-medical commodities and other relief materials, including inland shipping and storage.
- Assist new locations / partners, as required, with the setup and operation of warehouses.
- Ensure proper storage and handling of commodities in the warehouse according to generally accepted commodity accounting principles, as well as SP and donor policies and procedures.
- Develop and ensure the use of effective and efficient commodity management and tracking systems as required using SP stock management tools.
- Review systems regularly and revise, as necessary.
- Setup a viable and rational document filing system. Provide for the security of commodity management documents and files.
- Encourage and positively reinforce open communication between the supply chain team and other units, including coordinate with programming staff on dispatch plans.
- Deliver in an efficient and timely manner the correct quantities of supplies to the correct locations.
- Produce ad-hoc stock reports in addition to routine reports as per SP prerequisites from time to time.

- Provide information on gifts-in-kind received to Logistics/Reporting Manager.
- Ensure proper management of contracts related to warehouse management.
- Regularly monitor warehouse operations and work with Line Manager to identify and implement improvements.
- Ensure consistently high service standards are delivered to all sites/camps according to distribution plan.
- Pick, pack and dispatch all orders in full and on-time to meet program requirements.
- Update stocks cards and other reporting requirements on a daily, weekly, monthly basis. Facilitate physical inventory of food and Nonfood items on a bi weekly basis as appropriate.
- Conduct daily checkups on the facility and report any abnormalities to the line manager. E.g. theft, rodent and pest activities, water leakage, etc.
- Facilitate recovery and reconstitution of torn bags, leaking oil and other commodities.
- File losses and damage reports to the line manager.
- Submit weekly warehouse inventory reports.
- Perform any other duties as may be assigned Perform expected staff-management duties.
- The position holder is expected to be ready for the deployment in any of the country at short notice. S/he will normally work unusual hours and are often working in stressful and insecure environment.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse.
- Maintain a Christian witness to the communities.

PREFERRED SKILLS/QUALIFICATIONS:

- Bachelor's Degree in Logistics/Inventory Management/Warehousing or equivalent from a recognized University/college.
- Knowledge of warehousing, transport, shipping and practical freight forwarding.
- Three years of Warehouse experience preferably with a busy NGO or UN agency, in food commodities handling tracking and accounting.
- Prior experience with commodity tracking system and or UN WFP Compass system is an added advantage.
- Evidence of practical experience in Warehouse Management (Medical/Non-medical).
- Ability to work in harsh conditions, often in remote areas.
- Negotiation, interpersonal and organization skills.
- Proficiency with MS Word and Excel (minimum requirement).

Samaritan's Purse has "Zero Tolerance" approach to Sexual Exploitation and Abuse and does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Samaritan's Purse to engage in any form of sexual abuse or exploitation against vulnerable or other adults associated 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 **25th March 2022** before 5:00 PM. Women are strongly encouraged to apply. Also, kindly know that application screening will be done on weekly basis due to urgent need for the position.

Applications can also be sent via email to: RecruitSouthSudan@samaritan.org.

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

