



MSF Switzerland (MSF-CH)

JOB VACANCY - STOREKEEPER

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organization providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology, or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with an initial **6-month** Fixed Term Contract and Probation Period of **3 months**.

Position: STOREKEEPER

Number of Vacancies: 1

Location: Juba

Scope of responsibilities:

Executing the stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, food items, spare parts, tools, equipment and/ or other logistics materials), according to the line manager's instructions and MSF standards and protocols, in order to ensure the overall functioning of MSF activities

Main tasks:

- 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, waybill 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
- Ensure implementation of standard storage processes and procedures in the warehouse for Logistic and Medical materials as per MSF standards.
- Follow up stock transactions in Unifield database: reception, picking, packing, etc.
- Responsible for regular reception of upcoming cargoes to warehouse (International, regional, local), by checking accompanying standard documents, like copies of Purchase orders, delivery orders, waybills, Donation or LOAN certificates. In case of any issues reporting to WHS or WHM.
- Ensure proper packing of Logistic and Medical materials before shipment, labelling and separation by projects, allocation in RTS as per projects.
- Participate for regular Inventories of Medical and Logistic stock locations, ensure that stock is arranged before each planned counting.
- Ensure labelling boxes/ items with correct code and description for easier identification.
- Offload and Load all cargoes in and out of the warehouse respectively.
- Any other delegated task

Recruitment criteria

Education:

- Diploma in Supply Chain or professional certification in the same field.
- Desirable warehouse management-related studies.

Experience:

- Previous experience as storekeeper desirable



- Desirable previous experience with MSF Logistics or Supply Department or other institutions

Languages:

Fluent English is mandatory (Writing and Speaking) and the Local language is an asset

Knowledge:

- Essential basic mathematics and use of measuring equipment
- Desirable computer literacy (word, excel)
- Desirable ability to do basic repairs

Competencies:

- Results and Quality Orientation L1
- Teamwork and Cooperation L1
- Behavioural Flexibility L1
- Commitment to MSF Principles L1
- Service Orientation L1
- Stress Management. L2

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. **The deadline is no later than January 3rd, 2025.**

<https://bit.ly/S-tore>



Only short-listed candidates will be contacted.

MSF is committed to achieving workforce diversity. And we are committed to achieving a balanced gender distribution and therefore we are encourage women to apply

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline. *The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba.***

