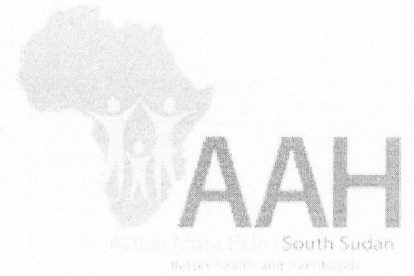


AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia

EXTERNAL JOB VACCANCY

BACKGROUND:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian-development divide to sustainably improve their well-being and standards of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong-Thok, Maban and Malakal.

AAH-I South Sudan Seeks to recruit a qualified South Sudanese National to fill the below position as _____ detailed.

Job Title:	WARE HOUSE OFFICER (1 post)
Ref No.	AAH-I/UNHCR/-RENK/AUG/2024-001"
Reports to:	Senior Warehouse/Logistics Officer
Liaises with:	Warehouse Assistant, Loaders representatives
Duty Station:	Renk, Upper Nile State, South Sudan
Contract:	Fixed term (4 months) extension subject to availability of funds
Eligibility:	South Sudanese National only, FEMALES and PEOPLE WITH DISABILITIES are Strongly encourage to apply.



A. J. J.
23/8/2024



OVERALL JOB PURPOSE:

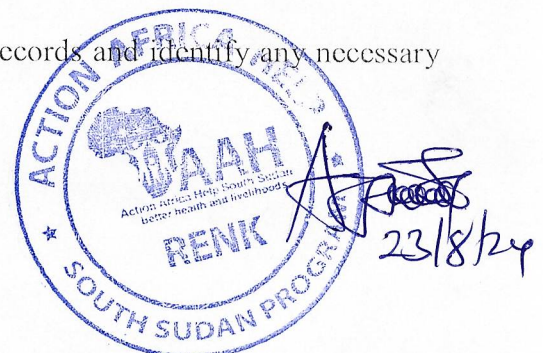
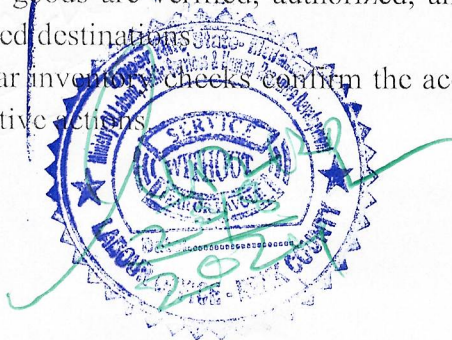
The Warehouse Officer is responsible for overseeing warehouse operations, managing warehouse staff, and ensuring the efficient and secure handling of inventory. This role includes accurate reporting, maintaining safety and security standards, and ensuring that all procedures are followed in accordance with organizational guidelines.

DUTIES AND RESPONSIBILITIES:

- Lead and manage warehouse operations and staff, ensuring efficient workflows and productivity.
- Ensure accurate and timely reporting on warehouse activities, including stock levels and operational performance.
- Oversee the security of the warehouse, including the management of padlocks, lighting, fencing, and security personnel.
- Supervise and guide warehouse assistants and casual staff, including delegating tasks and ensuring completion.
- Manage inventory control, ensuring that stock is received, stored, and issued according to standard operating procedures (SOPs) and correct specifications.
- Maintain accurate stock records in the Warehouse Management System (WMS) and ensure that all stock movements are documented promptly.
- Ensure the warehouse is clean, well-lit, and secure, with regular inspections of fumigation processes and fire extinguishers.
- Enforce safety and security protocols, preventing unauthorized access to the warehouse.
- Act as the focal point for administrative tasks and report any issues requiring management attention.
- Ensure that inventory checks are conducted regularly to verify stock accuracy and identify any discrepancies or damages.
- Prepare and submit weekly and monthly stock reports, ensuring records are up-to-date and well-maintained.
- Ensure proper stacking and spacing of goods to facilitate easy verification and movement, reducing the risk of accidents.

Expected Outcomes:

- Warehouse staff performance meets organizational standards, and the warehouse is secure and safe.
- All goods received are accurately checked, recorded, and aligned with documentation such as bills of lading, packing lists, waybills, and invoices.
- Issued goods are verified, authorized, and properly documented, ensuring they reach their intended destinations.
- Regular inventory checks confirm the accuracy of stock records and identify any necessary corrective actions.



- Weekly and monthly stock reports are consistently prepared and submitted on time.
- The warehouse environment is safe, clean, and well-organized, minimizing risks and accidents.

QUALIFICATIONS REQUIREMENT

- Diploma in Logistics and Warehouse Management, Business Administration.
- 1-3 years of professional experience in logistics or warehouse management.
- Certificate in Computer skills training, and demonstrate capacity to use various computer applications.
- 1-3 years previous working in the INGO sector Logistics and ware house management.

Require skills and competencies

- Strong experience in logistics and warehouse management.
- Proficiency in ITC technologies, including relevant software, email, internet, and computer applications.
- Excellent command of the English language, as widely used in the country.
- Excellent communication skills
- Ability to work effectively under pressure in emergency situations while maintaining high-quality standards

and adhering to established policies and procedures.

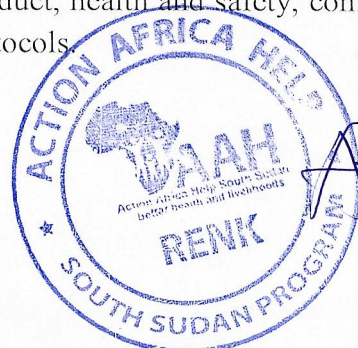
- Willingness to engage in continuous learning and development as required by the role, with training opportunities agreed upon with management.

SAFEGUARDING:

- Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

ACCOUNTABILITY WITHIN AAHI:

- Alongside our safeguarding policy, AAHI is an equal opportunities employer. we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures, with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.



23/8/24

- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
Report any concerns about inappropriate behavior of AAHI staff or partner.

APPLICATION INSTRUCTIONS

To Apply:

1. Complete the AAHI-I Job Application Form:

- Follow the provided instructions and format the completed form as a PDF.
- The application form *AAHI-I_JOB APPLICATION FORM-Template 1-August 2024_For On line Completion* can be downloaded on line and completed.

or obtained the Job application form *AAHI-I_JOB APPLICATION FORM-Template 1-August 2024_For Free Hand Completion* from AAHI-I offices in Renk and other field locations.

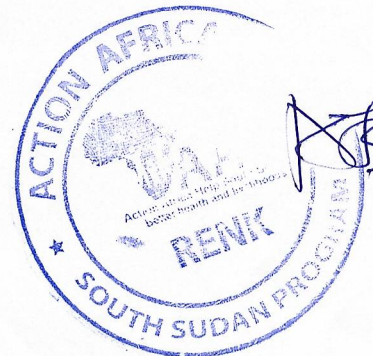
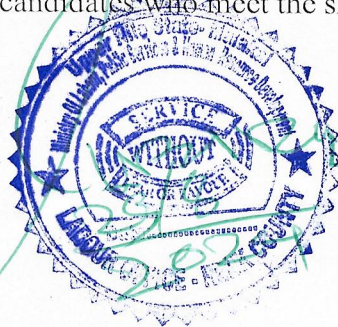
- Free handwritten completed Job application forms MUST be fill in clear and readable handwriting.

2. Submit Your Application:

- Compile the completed job application form, a one-page cover letter, clear photocopies of non-returnable academic documents, and a copy of your national ID into one zipped folder.
- Email the zipped folder to recruits@actionafricahelp.org or deliver it by hand to the AAHI-I offices in Renk or Juba, located in Upper Nile State and Central Equatorial State at Hai Gabat, UNHCR/AAHI-I Logistics Base, respectively.
- The deadline for submission is **5:00 PM CAT on 4th September 2024**.

3. Additional Instructions:

- Clearly indicate the position in the subject line of your email as follows: "Warehouse Officer - AAHI-I/UNHCR/RENK/AUG/2024-001."
- Applicants submitting their applications by hand must register and sign before leaving the delivery point.
- Only candidates who meet the shortlisting criteria will be contacted for an interview.





[Handwritten signature]
23/5/24