



**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN ADVERTISEMENT

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Logistic Assistant
Reporting to: Supply Chain Administrator
Location: Juba
Availability: As soon as possible

Purpose of the position:

To facilitate proper storage, control and accounting of commodities held in World Vision South Sudan warehouses - through efficient and effective administrative and logistical procedures.

Key Responsibilities

Commodities management.

- Receive incoming commodities from Vendors, clearing agents and other parties contracted by WV and ensuring that any discrepancies between goods contracted and good delivered are noted and the appropriate claim procedures initiated to protect WV interests.
- Carrying out inspection and physical verification of incoming commodities at the time of delivery Ensure all commodities are stored in a safe, orderly and accessible manner and sure that the warehouse is clean and compliant with storage and safety regulations Facilitate all measures necessary to protect the commodities stored from loss, damage, theft and spoilage / expiry.

Proper Documentation

- Properly document all stock transactions and maintain comprehensive and up to date records of all transactions related to commodities received, stored and dispatched. The records will include stack cards, waybills, delivery notes, goods received notes and stock ledgers, in both written hard copies and computer based soft copies.



- Conduct periodic physical stock counts (Monthly) and regular inspections of the stores' / commodities condition.
- Facilitate consolidation and dispatch of cargo by location and project and ensure proper and appropriate packing and weighing of all items in preparation for dispatch.

Supervision of Commodities

- Supervise loading and dispatch of outward commodities from the warehouse, and prepare all the relevant dispatch documents
- Prepare a weekly stock movement report showing all receipts, dispatches and stock for the week, prepare a consolidated monthly stock movement report and prepare a quarterly physical stock count report.
- Perform any other duty that may be assigned by the Logistic Officer/Relief officers

Qualifications: Education/Knowledge/Technical Skills and Experience

Required

- Minimum of a Diploma in business administration or management with a major in Logistics or in a related field.
- Must have a valid driving license.
- Must at least have 2 years of working experience leading a logistics and procurement team in a demanding work environment, preferably with an International NGO. The holder should also have a minimum of 2 years' experience in stores/warehousing and related areas.
- Good presentation and communication skills for a number of different audiences.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Qualified female candidates are STRONGLY encouraged to apply

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or Hand deliver to any of World Vision offices.

Closing date for receiving applications is: 4th July 2022 at 5:00pm

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

