



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

Vacancy Advertisement
ICRC – South Sudan

Approved



FUNCTION: Store keeper 1
PLACE OF EMPLOYMENT: JUBA

PURPOSE

Storekeeper 1 is responsible for the proper handling and storage of goods in accordance with SOPs.

FUNCTION DESCRIPTION

- Ensures adequate storage conditions for items according to ICRC regulations (e.g. DGRs or cold chain when required).
- Ensures proper stacking of items at any time.
- Ensures all stored items are properly packed and labelled according to destination.
- Ensures stock items are marked with bin cards and that they are regularly updated and matching
- Ensures warehouse space is regularly well maintained and kept in order i.e. cleaning, disinfection, fumigation etc. are performed regularly or when necessary (for fumigation).
- Carries out quantity and quality checks of incoming consignments and reports any issues
- Checks that outgoing goods are properly packed and labelled (e.g. PO or RO reference, parcel sequential number, destination, weight etc.) in conformity with Cargo booking sheet and the related documents (Packing List and Waybill) and reports any issues
- Informs WH office upon reception of goods and provides proof of receipt (copies of signed Entry Form and/or Delivery note).
- Directly supervises daily performance of his warehouse team of loaders.
- Ensures helpers are acquainted with logistics procedures and trains them as necessary.
- In coordination with WH Management, applies appropriate security measures against theft, fire etc. and assures necessary protection means and equipment are available, sufficient and easily accessible. Also make sure to report any desegregation of the warehouse structure.
- To ensure access to goods is restricted and controlled and responsible persons are appointed.
- Regularly conducts random checks of physical stock against the bin cards and booking sheet.
- Regularly conducts random checks of physical stock against pests and rodents & Participates in inventory counts

Education/Professional Experience Required:

- 'A' Level (Higher/Advanced Higher-Grade exam) or equivalent is an asset. Some college coursework completed, or an Associate Degree is an asset.
- Additional vocational training in administration, logistics or storekeeping is an asset.
- Minimum 2 years of experience in Logistics, storekeeping, administration or similar position
- Conversational in English, And Arabic; Computer skills are an asset.
- Capacity to lead a team; Resistance to stress, to work under pressure, flexibility

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

HOW TO APPLY

Interested candidates should submit their application including copies of relevant certificates and nationality ID in English, to ICRC offices in **Juba** or by email to: jub_recruitment_services@icrc.org until **Thursday, 15th April 2021** to the **HR Manager**.

1. Motivation letter setting out why you are the most suitable candidate for this role.
2. CV, copies of certificates and nationality ID. Please clearly mark the position title in the subject title of your email.

Equally qualified women are strongly encouraged to apply

Only Short-listed Candidates Will Be Contacted. Applications Not Retained Will Not Be Returned

