

JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

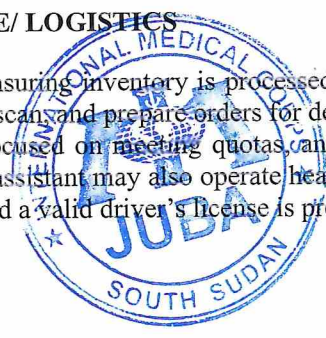
Job Title:	Warehouse Assistant 1 position
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	1/July/2024
Advertised date	27/May/2024
Closing Date for Applications:	13/June/2024

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

PURPOSE OF THE POSITION: WAREHOUSE/ LOGISTICS

The warehouse assistant will be responsible for ensuring inventory is processed, organized, and stored. The warehouse assistant will also package, scan and prepare orders for delivery. The ideal candidate is comfortable working on their feet, focused on meeting quotas, and experienced in inventory, software and databases. The warehouse assistant may also operate heavy machinery, or drive equipment, so a candidate with experience and a valid driver's license is preferred.





Essential Job duties / Scope of Work:

- Ensure proper receipt, loading and unloading of materials supplies in and out of the warehouse.
- Ensure that correct quantity have been received by comparing received quantities with information on the Approved Purchased order/packing list.
- Identify any damaged or missing goods, record and report pertinent information to supervisor.
- Ensure that delivery documents/forms such as Delivery Note, Good Received Note and Waybills are signed only upon satisfactory completion of the order, quality and quantity control processes.
- Move received goods to appropriate storage areas in the warehouse and ensure bin and stock cards are prepared.
- Make sure that all goods are labeled properly using appropriate project and grant numbers.
- Allocate storage space for items based on their types, sizes, project, and expiry dates.
- Isolate and report any broken or damaged items/goods at the time of order picking.
- Ensure that information of issued goods of the day is recorded in logbook and submitted to the warehouse Officer for updating stock ledger and stock cards.
- Establish and maintain meaningful relationships with Vendors and transporters to ensure smooth working environment.
- Maintain stable temperature conditions within the warehouse especially where perishable food items are concerned. Warehouse Assistant Duties and Responsibilities
- Move inventory and materials across facilities.
- Process inventory for delivery.
- Sort, organize and store inventory in the proper location.
- Package items and label correctly for local freight (UNHAS Cargo)
- Scan delivered items and ensured quality.
- Report damaged or missing inventory to supervisors.
- Stack and organize large bulk items.
- Remove inventory from trucks or shipping and delivery to proper location.
- Update logs and documentation for inventory processing.
- Move materials from facilities to workstations, pick-up locations, or other locations. Wear safety gear at all times.
- Ensure workspace is free of debris and remove safety hazards from aisles.
- Work as an active team member to complete team goals.
- Prepare documentation and inventory for audits
- Any other duties assigned by the supervisor (Logistics Manager)





Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Required Skills

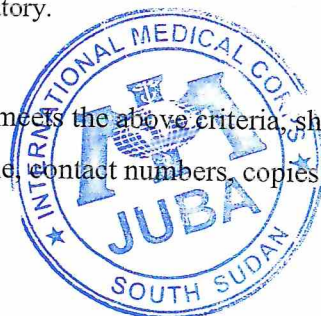
Good knowledge of NGO Warehouse Management procedures and Warehouse Mechanics. Proficient in using MS Office spreadsheets and basic Computer literacy. Ability to Work within teams under tight deadlines. The successful Warehouse Assistant should demonstrate good learning attitude, organizational and communication skills. He/ She would be detail-oriented team players with the ability to multi-task and meet deadlines. As Warehouse Assistant typically work with the drivers and field Warehouse responsible, strong technical skills on Warehouse management are helpful.

Required Qualification

Must be South Sudanese by nationality. Should hold a **Diploma and/or University Degree in a relevant business field, supply chain Management/Logistic and warehouse. Relevant 2-3 years of experience in humanitarian Logistics operation;** Strong organizational skills and discipline to follow outlined procedures; ability to interact effectively with International and National personnel. Excellent oral and written English skills as well as Juba Arabic. Experience managing Warehouses & transportation. Basic computer skills; Excellent communication skills and problem-solving ability; Team player; Result focused and cost-conscious and Ability to work independently as well as cooperatively with team members. Previous experience in Logistics management (Warehouse) for at least 2 years shall be Mandatory.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of



Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (Documents are not returnable once submitted) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot No 555, block :3-K Ton-Piny North, 1st Class Residential Area, Juba, South Sudan, Or to IMC Malakal Office

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application:
13/June/2024



Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

