



Plan International
South Sudan
Hai Cinema
P.O. Box 182
Juba

Tel: +211 956 204 956
www.plan-international.org

PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has 'One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local Partners. **In order to enhance its response program, Plan South Sudan is seeking an experienced South Sudanese to fill the position of Warehouse Manager to support the Program Department.**

POSITION 1; No. of Vacancies One (1)

Job Title	:	Warehouse Manager
Grade	:	D2
Tenure	:	6 Months (With Possibility of Extension)
Department	:	Programs
Reports to	:	Area Manager Food Assistance
Location	:	Pibor

Purpose of the Role

The Warehouse Manager role is to enhance effective and efficient warehouse service delivery to GPA/Pibor Field Operations.

1. Dimensions of Role:

- Managing/ supervising resources within defined boundaries, which include people, Warehouse/ Inventory and assets.
- Providing professional advice to managers on areas of work covered in their remit.
- Influences the development of warehouse strategy, donor accountability, ensures and supports operational implementations.
- Develops solutions to diverse and complex problems within organizational policy.
- Interprets and applies operational and specialist information in a variety of formats from a variety of sources.
- Flexibility to anticipate and resolve challenges within corporate or divisional parameters, with moderate scope.

National Organisations Australia Belgium Canada Colombia Denmark Finland France Germany Hong Kong India Ireland Japan Korea Netherlands Norway Spain Sweden Switzerland United Kingdom United States Programme Countries Bangladesh Benin Bolivia Brazil Burkina Faso Cambodia Cameroon China Colombia Dominican Republic Ecuador Egypt El Salvador Ethiopia Ghana Guatemala Guinea Guinea-Bissau Haiti Honduras India Indonesia Kenya Laos Liberia Malawi Mali Mozambique Myanmar Nepal Nicaragua Niger Nigeria Pakistan Paraguay Peru Philippines Rwanda Senegal Sierra Leone Sri Lanka South Sudan Sudan Tanzania Thailand Timor-Leste Togo Uganda Vietnam Zambia Zimbabwe

Plan Limited, registered in England no.3001663. Registered address as above.



- Contribute to and influence Warehouse operational planning.
- Influence managers, staff and volunteers in Plan International and develop effective networks with external bodies.

I. Typical Responsibilities - Key End Results of Position:

1. Warehousing:

- Manage warehousing/storage facilities and all necessary equipment and supplies, ensuring they are secured and maintained in excellent physical condition and quantities consistent with established security, safety, care, and health requirements for storage and safeguarding. Ensure optimal space and resources utilization.
- Works in close collaboration and coordination with the Area Food Assistance Manager, the Logistics Coordinator, Storekeepers and Loaders to efficiently and effectively plan for and implement goods receipt, storage, and dispatch per delivery schedules.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance management for direct reports. Monitor and assess performance to ensure adequate capacity for successful support of high warehouse quality & programming.
- Coordinate and supervise inbound and outbound goods handling, and inspect and verify goods receipts and dispatches against waybills to accurately account for quantities, shortages, damages, losses, or unfit goods.
- Implement inventory control systems for proper goods handling and accounting. Conduct cycle counts for inventory accuracy and perform regular inspections to minimize risk. Support complete physical inventories as needed.
- Ensure the maintenance of up-to-date warehouse records (stock ledger, bin cards, loss status reports, waybills, etc.) and filing systems for monitoring, control and reference. Coordinate and oversee data recording in relevant systems. Prepare accurate and timely reports related to inventory, stock control, and warehouse activities.
- Oversee and assist storage and inspection of goods to ensure they are in excellent condition. Provide support in damage and/or loss handling and replenishment of goods to ensure adequate stock levels are maintained in accordance with program needs.
- Apply the right methodology as per WFP Donor regulation FIFO or FEFO
- Support an efficient and reliable inventory stock control system for goods and warehouse materials/equipment and oversees maintenance of an up-to-date stock ledger.

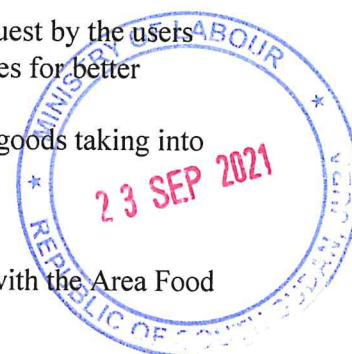
2. Transport & Distribution

- Oversee the preparation of necessary transport mode and its relevant documents for the delivery of supplies from storage sites to the beneficiary location or other agreed point of distributions.
- Ensure proper distribution documentation are in place for accountability, such documents to include, goods received notes, distribution forms and reports, beneficiary lists as well as specimen signatures of the people receiving Plan goods and materials.
- Ensure availability of a distribution plan before commissioning goods to a distribution site to avoid unnecessary storage of goods and materials.
- Ensure all goods or materials being transported are accompanied with relevant documents such as waybills, GRNs and the same is received and signed by the intended receiving persons.

“Plan International strives for a just world that advances children’s rights and equality for girls in line with Plan’s Safeguarding Children and Young People Policy commitments”



- Ensure transported materials are properly packed as per the request by the users
- Keep track of the goods being transported to the distribution sites for better accountability
- Coordinate with the programme staff for proper distribution of goods taking into account safety of the goods.



3. Personnel

- To prepare job descriptions for storekeepers in consultation with the Area Food Assistance Manager, and HR.
- To recruit, instruct and supervise Warehouse staff.
- To provide support and training to the logistic teams.
- To visit the project sites regularly, in order to monitor the systems, procedures and efficiency and effectiveness for the logistic personnel.
- To provide management support, to agree and achieve appropriate objectives, to monitor team and individual performance against set objectives, and to participate in the development of work plans for the Logistics/Hub team.

Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages

Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them

- An ability to technically staff working under pressure and build excellent working relationships in short timeframe.
- The post-holder will need to have the ability to find solutions to difficult programmatic and management issues, taking corrective action as necessary.
- Dealing with and harmonising multiple demands from client groups
- Working effectively with multiple cultures and languages
- Working in an environment where rapid change might suddenly alter priorities

Communications and Working Relationships:

Internal:

- Program teams, DRM & Emergency Response teams
- Country Supply Chain, Country Finance, HR and Resource Mobilization Teams
- Other Plan staff

External:

"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"



- Project/Program partners
- Local government authorities
- Service providers
- UN/INGO & NGO's
- Communities

Knowledge, Skills, Behaviours and Experiences required to achieve role's objectives:
Gained through education, training and experience

Knowledge

- University degree Preferred in Supply Chain Management, Business Administration, Warehouse or related field.
- 2-3 years of professional work experience in WFP Warehouse management in a humanitarian setting
- Demonstrated capacity for self-organization.
- Experience in managing day to day interactions with Warehouse staff and analyze their performance.
- Ability to be proactive, prioritize, multitask, and perform efficiently and effectively with individuals in a fast paced working environment
- Ability to identify potential problems before they occur. Proactive in preparation and uses initiative in response

Skills

- Strong negotiation,
- Strong analytical and problem solving skills
- Computer literate in the use of relevant software and other applications
- Excellent verbal and written communication and presentation skills; in English
- Excellent mathematical skills and attention to detail.
- Excellent interpersonal skills, including the ability to build relationships with colleagues at distances;
- Excellent in warehousing skills

Plan International's Values in Practice

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"





We work well together.

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and ‘win-win’ relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering.

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment and Demands:

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field

Level of Contact with Children:

Occasional Interaction with Children.

APPLICATION SUBMISSION GUIDELINE

All applications marked on the right hand corner of the envelope “Application for the Position of Warehouse Manager – Pibor should be addressed to:

**The HR & OD Business Partner
Plan International South Sudan
Hai Jerusalem**

Application should be submitted either via this e-mail address hr.ss@plan-international.org

Or deliver hard copies to Plan International Office in Pibor or Juba.

The closing date for receipt of applications is before close of business on 13th October 2021.

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified Women are strongly encouraged to apply.

“Plan International strives for a just world that advances children’s rights and equality for girls in line with Plan’s Safeguarding Children and Young People Policy commitments”

