



CATHOLIC RELIEF SERVICES' JOB ADVERTISEMENT

Job Title: Warehouse Manager (1 position)

Department: Supply Chain

Band: 8

Reports To: Supply Chain Manager

Country/Location: South Sudan/Juba

About CRS

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

You will manage all activities related to warehouse delivery/handling, receipt, stacking, storage, and dispatch of goods in support of the delivery of high-quality programming to the poor and vulnerable. You will ensure that goods entrusted by donors to CRS are physically safeguarded and remain healthy and intact in the warehouse(s) and are properly accounted for in compliance with CRS and donor regulations and international and local supply chain standards and requirements.

Roles and Key Responsibilities:

- 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 Procurement Manager, Logistics Manager, Fleet Manager, and service providers to plan for and implement efficiently and effectively receipt, storage, and dispatch of goods 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-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.

Basic Qualifications:

- High school diploma required
- Minimum of 3 years work experience in inventory or warehouse management in any setting and with progressive responsibility
- Knowledge and understanding of inventory management and control principles.
- Staff management experience and abilities that are conducive to a learning environment, including training experience.
- Proficient in MS Office package (Excel, Word). Experience with database management systems (e.g., MS Access) is a plus.

Required Languages – English.

Travel – Must be willing and able to travel up to 30%, at times to remote field locations.

Knowledge, Skills and Abilities

- Strong planning, coordination, prioritization, and time management skills.
- Ethical conduct in accordance with recognized professional and organizational codes of ethics.
- Good communication and relationship management skills.
- Proactive, resourceful, solutions-oriented, and results-oriented.

Preferred Qualifications

- Professional certification in supply chain, accounting or finance preferred.
- Significant experience managing high volume/high value warehouses.
- Significant experience in warehouse management of food commodities and health products for USAID, WFP, and other donors is strongly preferred.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities: Warehouse Officers, Warehouse Assistants, cleaners, and guards.



Key Working Relationships:

Internal: Supply Chain Manager, Logistics Manager and Officers, Procurement Manager and Officers, Fleet Manager and Officers, Security Manager, Head of Programming, Chiefs of Party and Head of Operations.

External: UN agencies (FAO, WFP, WHO, UNICEF, IOM and UNFPA), Logistics Cluster, vendors and national and international partners.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ *Equal Opportunity Employer*
- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are HIGHLY encouraged to apply.*

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **July 09, 2021**.

Address your application letter and CV to. **Human Resource Department, Catholic Relief Services South Sudan program, Juba office OR by Email to; southsudanvacancies@crs.org**

- ❖ **Only short-listed candidates will be contacted**

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

