



ICRC

International Committee of the Red Cross (ICRC), South Sudan

Approved
S.O.H.3
Mok
11/20/24
MINISTRY OF LABOR
12 NOV 2024
REPUBLIC OF SUDAN

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.

External/Internal Vacancy Announcement

FUNCTION: **Forklift Operator**
PLACE OF EMPLOYMENT: **Juba, Central Equatoria**

Purpose

The Forklift Operator loads, unloads, moves, and stacks products and materials using a forklift, clamp truck, or other power equipment, under the responsibility of the Storekeeper and in accordance with safety instructions.

Main Functional Responsibilities

- Assists in the general warehouse activities.
- Loads, unloads, moves, stacks and stages products and materials using a forklift, clamp truck, or other power equipment on instruction of the storekeeper.
- Participates in inventory counting in warehouses.
- Neatly arranges goods in the warehouse, taking care of PO Numbers, transits, batch and expiry date.
- Assists in carrying, strapping, weighing, labelling, and packing goods ready to be shipped out.
- Supervises daily workers in handling inbound and outbound operations.
- Assists to load consignments ready for dispatch, using pre-packing lists from Storekeeper or Supervisor
- Updates Bin-cards every time an inventory transaction occurs by the support of storekeepers.
- Ensures tidiness in the storage and packing areas.
- Maintains the facility's equipment and materials in a neat, clean, and orderly fashion. Daily, inspects and performs minor maintenance on the forklift or other equipment, reporting any malfunction.
- Can handle basic storekeeping activities.

Minimum required knowledge & experience:

- Secondary School Diploma
- Basic English language and computer skills.
- Minimum One year's experience in a similar position.
- Certified experience in Forklift driving.
- Valid driving license
- Ability to work independently and as part of a team.
- Ability to perform physical loading/off-loading whenever there is need.
- Ability to count, read and write.

Application Instructions

Applicants should create an account in the e-recruitment system via [Job Ad | Southsudanjob.com](https://southsudanjob.com) before applying. All applications must be submitted online addressed to the **HR Manager**.

The deadline for application submission is on **Friday 29th November 2024 at 5:00 P.M.**



A one-page Cover Letter and CV of no more than 2 pages, in English should be provided to support your application.

Commitment to Diversity

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified applicants, especially women and persons with disabilities.

We encourage persons with impairments to clearly indicate in their application how we can assist them during the recruitment process.

Code of Conduct and Confidentiality

The ICRC does not tolerate fraud, sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. Therefore, selected candidates will be subject to rigorous reference and background checks. All staff hired by ICRC are also expected to follow the ICRC's Code of Conduct.

All applications will be treated with the strictest confidentiality.

