Andre Foods' South Sudan

30 OCT 2026

AFSS RESTORING HUMAN DIGNITY Andre Food's South Sudan

JOB ADVERTISEMENT

Andre Foods' South Sudan (AFSS) is a local National NGO implementing activities funded by WFP, UNICEF in South Sudan. AFSS is a legally mandated local organization providing services in Nutrition, Health, Food security, Water Sanitation and Hygiene (WASH) with emphasis on capacity building of the local communities. AFSS has a vision of creating a Society free of nutrition-related illnesses and deficiencies with a secure household food supply and access, along with proper hygiene and sanitation for Sustainability and development.
We are looking for qualified candidates to fill the following vacant position;

POSITION:	**Procurement and Logistic Officer**
Job Location:	**Juba, Central Equatoria State**
Country:	**South Sudan**
Number of Positions:	**One**
Job Type:	**Contract Basis**
Project Duration:	**9 months**
Reports to:	**Programme Coordinator**

Purpose of the position:

The job purpose of a **Procurement and Logistics Officer** is to oversee and execute an organization's purchasing and supply chain operations, ensuring that goods, services, and materials are acquired cost-effectively, transparently, and on time, while managing physical distribution, inventory, and warehousing.

Key roles and responsibilities

1. Process purchase requisitions / orders within purchasing authority.
2. Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals.

MINISTRY OF LABOR

02 NOV 2026

02.11.2026

Andre Foods' South Sudan
30 OCT 2026
AFSS RESTORING HUMAN DIGNITY Andre Foods' South Sudan

AFSS staff must adhere to the organizational code of conduct which clearly stresses the need for integrity in service and accountability. In accordance with these values, AFSS operates and enforces policies on beneficiary protection from exploitation and abuse, child safeguarding, anti-work place harassment, fiscal integrity and anti-retaliation.

Sexual Exploitation and Abuse

Andre Foods' South Sudan (AFSS) has a zero tolerance for sexual exploitation and abuse and will not tolerate its staff, associates, partners or any other representatives associated with the delivery of its work to engage in any form of sexual exploitation or abuse. This is because sexual exploitation and abuse not only undermine the image and effectiveness of our work as AFSS but also has serious consequences for the individuals and the communities affected. Therefore, all Andre Foods' South Sudan (AFSS) staff, associates, and partners are expected to conduct themselves in accordance with the PSEA policy. Failure to abide by the set rules will led to termination of the staff contract or the company involved.

How to apply

Interested candidates should submit a copy of their CV with all the photocopies of the academic transcripts, national ID and cover letter addressed to Human Resource Officer. This can be hand delivered to AFSS head Office in Juba Gudele 2 Block (9) opposite 711 Cafeteria 100 meters from the main road or send via email-**recruitmentandrefoods@gmail.com**.

The email Subject Line must show the job title of the position and Location.

Deadline for receiving application is 18/11/2026. Please note that any application letter/CV received is not returnable & AFSS only shortlisted applicants will be contacted. AFSS retains all applications and files will not be returned to the applicants at the end of the recruitment process, thus kindly submit only photocopies of your academics documents and not original documents.

AFSS is an equal-opportunity employer, qualified women are encouraged to apply.

MINISTRY OF LABOR
02 NOV 2026
02.11.2026

Andre Foods' South Sudan
3 0 OCT 2026
AFSS RESTORING HUMAN DIGNITY
Andre Food's South Sudan

3. Establish and negotiate contract terms and conditions, and maintain supplier relationships.
4. Prepare and maintain purchasing records, reports and price lists.
5. Work with internal and external stakeholders to determine procurement needs, quality and delivery requirements.
6. Assist in the development of specifications for equipment, materials, and services to be purchased.
7. Administer contract performance, including delivery, receipt, warranty, damages and insurance.
8. Reconcile or resolve value discrepancies.
9. Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices.
10. Address staffing resource needs and supervise purchasing clerks.
11. Develop and maintain constructive and cooperative working relationships with colleagues and management.
12. Ensures that procurement policies and procedures including internal controls are implemented.
13. Book flight for staff when going or coming from the field.
14. Performs other duties as assigned.

Personal specifications/Qualifications

- The applicant should be a Diploma holder procurement and Logistics or Business Administration and any relevant areas, Degree will be an added advantage.
- Must be having a basic computer knowledge.
- Should be able to work under minimal supervision.
- 3 to 5 years' working experience in a similar role in a related field.
- Excellent working knowledge and experience.
- Excellent written and oral communication skills in English and Arabic

Standard of professional conduct

MINISTRY OF LABOR
0 2 NOV 2026
02.11.2026