



JOB VACANCY - INTERNAL & EXTERNAL

Job Title: Procurement & Logistics Manager (1)
Department: Procurement & Logistics
Reporting to: Executive Director
Base Location: Juba
Duration: 12 months with possibility of extension

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[Signature]
2024
27 FEB 2026
MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN

Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.



Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan’s fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Key Responsibilities

1-Procurement and Supply chain management

- Develop and implement procurement plans aligned with program needs and budgets.
- Ensure transparency and competitive procurement processes in compliance with FACE and Donor regulations.
- Monitor market trends to identify cost saving and improvement opportunities.
- Maintain a supplier data base and conduct regular market assessment for pricing and quality.

2- Supply and contract management

- Negotiate contracts with suppliers and service providers to secure favourable terms.
- Establish long term agreement for key goods and services to improve efficiency.
- Conduct regular supplier evaluations and address performance issues.
- Ensure ethical procurement practices and prevent conflict of interest.

3-Transport Management.

- Plan and coordinate transportation of goods and to ensure timely delivery to implementation location
- Ensuring efficient fleet management, vehicle utilization, and service maintenance.
- Manage warehouse operations, including stock movement and proper recording, safety, and security of the stocks.

4-Stock and fleet.

- Maintain accurate and up to date records of all inventory and stock
- Ensure proper movement of stock per FACE warehouse guidelines.
- Conduct regular stock count to prevent loss and discrepancies.



- Implement inventory management best practices to optimise stock levels.

5-Compliance and reporting.

- Ensure all procurement and logistics activities comply with FACE, Donor and legal requirements.
- Train field staff on compliance requirements and procurement best practices
- Maintain proper documentation and audit- ready records for procurement and logistics transactions.
- Prepare and submit monthly report on procurement, inventory, fleet and logistics performance.

6-Risk Management.

- Identify risk in the supply chain and develop mitigation strategies.
- Ensure contingent planning for supply chain disruptions
- Regularly access risk in transport, warehousing and procurement activities.

7-Supervise & lead logistics and procurement team.

- Mentor and support field logistics staff to ensure effective performance.
- Conduct training secessions on logistics procedures, procurement policy and compliance for team members.
- Facilitate regular meetings to ensure alignment with priorities, challenges and operational updates.
- Support hiring and onboarding of new members, ensuring the understand FACE policies and procedures.

Minimum Qualifications/Experience

- Bachelor's Degree in Procurement and Logistics.
- Knowledge of Driving and valid driving licence is an added advantage.
- Over 4 years of work experience in Procurement and Logistics with recognized NNGO or INGO.
- Additional in trainings in Logistics is an added advantage

Desirable skills and Knowledge.

- Computer literate in understanding all the computer packages; Microsoft (Word, Excel, Power Point and other relevant software of Logistics.
- Strong communications and interpersonal skills
- Ability to work with diverse cultures and in remote and stressful environment.
- Fluent in English and Arabic language.
- Understanding of the humanitarian principles
- Ability to with minimum supervision and taking accountability.
- Strong analytical skills and good problem solving.



Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be report through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.

How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

DO NOT attach your original academic documents.

Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY
"Female candidates are highly encouraged to apply"
Only short-listed candidates will be contacted for interviews.

