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JOB OPPORTUNITIES

Job Code: 032
Job Title: Specimen Errand Personnel
Location: Juba
Contract Type: Regular Contract (dependent on funding)
Reporting To: Sample Courier Coordinator
Number of Positions: 1
Opening Date: April 27, 2026,

* The position is open to South Sudanese nationals ONLY

PROJECT DESCRIPTION AND SUMMARY OF ROLE

The Advancing HIV & AIDS Epidemic Control (AHEC) Activity is a U.S. Department of State-funded initiative implemented in South Sudan by IntraHealth International to strengthen HIV prevention, care, and treatment services. The project approach focusses on Facility and community led responses, strategic case finding, retention in care, and the delivery of high quality, client centered HIV services.

The incumbent will serve as Specimen Errands Personnel and report to the Sample Courier Coordinator. The primary responsibility of this role is to transport samples within Juba, ensuring their timely pick-up from designated sites and daily delivery to testing laboratories.

Key Roles and Responsibilities

- Transport samples from Juba spokes to designated testing sites in accordance with established transportation safety, quality guidelines, and standard operating procedures (SOPs).
- Deliver test results from laboratories to requesting facilities without loss or delay, ensuring that the chain of custody for both samples and results is properly maintained and documented.
- Distribute laboratory commodities to facilities, including sample collection supplies, reagents, request forms, and dispatch forms.
- Communicate facilities concerns related to sample and results management to testing laboratories and the central program team for appropriate follow-up.

POSITION SPECIFICATIONS:

- In addition to the responsibilities outlined above, the incumbent must adhere to Good Clinical Laboratory Practice (GCLP) guidelines. The role requires a high level of



professionalism, organizational ability, and strong interpersonal skills to effectively interact with facility staff and other stakeholders.

REQUIRED EDUCATION AND KNOWLEDGE:

- Minimum of a Certificate in Procurement and Logistics or a related field.
- At least one year of experience in logistics.
- Experience in errands management and biosafety will be an added advantage.

PHYSICAL ABILITY:

- Ability to communicate effectively, both verbally and in writing.
- You must possess a valid driver’s license.
- Willingness and ability to travel frequently between facilities and laboratories.

Experience Minimum of 3–4 years’ experience in resource-limited, humanitarian, or public health settings is strongly preferred.

APPLICATION PROCEDURE

To complete your submission, please:

- 1- Complete the application form by clicking <https://qr.link/biKNg8> or scanning the QR code at the bottom of the page.
- 2- Send email to ahcrecruitment@intrahealth.org In the subject line, write the following: [Job Code_Job Title_Post Location_First & Last Name]. Example: [032_ Specimen Errand Personnel _Juba_John Doe].
- 3- Attach the following documents to your email: Cover letter, Updated CV, Copies of academic certificates, National ID & Contact details for three professional references (including current supervisor)

Deadline for receiving applications is **Friday, May 15, 2026**. Incomplete applications will not be considered. Only shortlisted candidates will be contacted. You may also submit hard copies of your application at any of the following IntraHealth locations closest to you. Please note that submitted documents are non-refundable:

- **Juba:** Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.

Due to the urgency to fill this position, applications will be reviewed on rolling basis

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