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Approved by



COMMUNITY AID FOR RELIEF AND DEVELOPMENT (CARD)

Located at AIC/ICCO Compound, Hai Tarawa Juba- South Sudan

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Position: Logistics and Procurement Officer

Organization: Community Aid for Relief and Development (CARD)

Duty Station: Tambura County, Western Equatoria State, South Sudan (100% field and non-relocatable)

Duration: 6 months (with possibility of extension)

Reports to: Head of Program

Start Date: 25/01/2026

Community Aid for Relief and Development -CARD is a nationally recognized humanitarian and development organization, legally registered in South Sudan since 2011. We are committed to alleviating poverty, advancing health, Education, strengthening livelihoods, and fostering social justice among vulnerable populations. CARD works in close partnership with government ministries, UN agencies, civil society, and local communities to deliver integrated, innovative, and sustainable solutions.

Community Aid for Relief and Development (CARD) secured funding from South Sudan Humanitarian Fund (SSHF) for Provision of WASH services aiming at supporting conflict-affected people in Tambura County, Western Equatoria through static intervention.

The WASH project aims at addressing life-saving Water Sanitation and Hygiene (WASH) activities aimed at meeting the humanitarian critical needs of conflict IDPs in Tambura County, in Western Equatoria State and the project will be delivered through static modality targeting locations hosting (Complex IDP Camp – Yambio road, TOB UNMISS IDP Camp, St Mary Catholic Church IDP Camp and Barracks IDP Camp – Wau road hosting high IDPs).

Community Aid for Relief and Development (CARD) seek to recruit Logistics and Procurement Officer to support the implementation, and coordination of life-saving WASH interventions in Tambura County IDPs camps.

Key Responsibilities

The Logistics and Procurement Officer serves as a critical bridge in the supply chain, ensuring that CARD acquires necessary resources efficiently while managing the flow and storage of goods.

Core Procurement Responsibilities



- **Supplier Sourcing and Management:** Identify, evaluate, and pre-qualify reliable vendors. This includes maintaining an updated database of approved suppliers and monitoring their performance against Key Performance Indicators (KPIs).
- **Negotiation and Contracting:** Negotiate pricing, payment terms, and delivery schedules to secure the "best value for money" rather than just the lowest price.
- **Purchasing Operations:** Manage the full procurement cycle, from analyzing purchase requests to issuing Purchase Orders (POs) and ensuring technical specifications are met.
- **Compliance and Auditing:** Ensure all activities strictly adhere to internal policies, local laws, and donor regulations (especially in NGO/INGO contexts). Maintain a complete paper trail for all transactions to ensure audit readiness.

Core Logistics Responsibilities

- **Inventory and Warehouse Management:** Oversee the receipt, storage, and dispatch of goods. This involves conducting regular stocktaking and physical counts to prevent stockouts, wastage, or discrepancies.
- **Fleet and Transportation Management:** Coordinate the movement of goods and personnel. Key tasks include scheduling vehicle maintenance, tracking fuel consumption, managing drivers, and optimizing delivery routes.
- **Asset Management:** Maintain a centralized asset register, ensuring all equipment (e.g., laptops, vehicles, generators) is tagged, tracked, and properly maintained until its disposal.
- **Facilities Management:** Responsible for the general upkeep and security of office buildings, warehouses, and team houses.

Strategic and Operational Planning

- **Market Analysis:** Conduct regular market research to monitor price trends and assess material availability.
- **Demand Forecasting:** Work with program or production teams to predict future needs and prepare annual procurement plans.
- **Risk Mitigation:** Develop contingency plans for critical supplies to avoid interruptions in business continuity.

Education Qualifications

- **Education:** Bachelor's degree in Supply Chain Management, Logistics, or Business Administration.



- **Professional Certification:** Increasingly required certifications include CIPS (Chartered Institute of Procurement & Supply), CLTD (Certified in Logistics, Transportation and Distribution)

Experience

- **Technology Proficiency:** Expertise in ERP software (like SAP or Oracle), inventory tracking tools, and the MS Office Suite.
- Previous work experience in similar position with International and national NGOs

Contract & Conditions

- Fixed-term contract for **6 months**, with the possibility of extension subject to funding and performance.
- Competitive salary and benefits package in accordance with organizational policies.

How to Apply

Interested candidates should submit:

- A cover letter outlining suitability for the position
- An updated CV (maximum 3 pages)
- Copies of academic certificates



Application should be sent to: cardsouthsudanprogram@gmail.com

Deadline: 29/01/2026

Because of the urgency of the position, it may be filled before the deadline.

Hard copies to be delivered in Yambio office, located behind St. Mary Catholic Church.

Female candidates are strongly encouraged to apply.

