



## Vacancy Announcement

**Job Title:** County Logistics Officer (5)  
**Band / Level / Grade:** 8B  
**Department:** Supply Chain  
**Location:** Malualkon Field Office Northern Bahr Ghazal  
**Status :(local Position)** Non-Relocatable



**BACKGROUND:** The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

**JOB OVERVIEW:** The County Logistics Officer is responsible for all logistics, warehousing, transportation, and accountability processes for LLIN campaign supplies within the county. The officer ensures that LLINs and related materials are received, verified, securely stored, and transported to payams and households according to the campaign's single-phase, door-to-door approach. This role requires strong coordination skills, attention to detail, and the ability to manage high-volume supply movements in challenging field conditions.

### Key Responsibilities

#### 1. LLIN Receipt, Verification & Warehousing

- Receive LLIN consignments at the county/state warehouse and verify quantities against waybills and delivery notes.
- Ensure proper stacking, ventilation, and security of nets to avoid losses or damage.
- Maintain accurate warehouse documentation, including stock cards, bin cards, and daily inventory logs.
- Supervise payam-level warehouse operations to ensure compliance with national and regional standards.
- Oversee storage conditions, stock security, and warehouse organization.

#### 2. & Distribution Logistics

- Coordinate transportation of LLINs from county warehouse to payam distribution hubs, ensuring availability and scheduling of trucks/vehicle/boats, Proper loading and unloading and Verification processes and documentation.
- Ensure all LLIN movements are covered by transit insurance, documenting any loss, damage, or incident.
- Monitor daily LLIN movements during the household distribution phase and ensure timely delivery to distribution teams.
- Lead the retrieval of surplus LLINs, branding materials, devices, and tools from payams at campaign closeout.
- Conduct thorough reconciliation of stock: LLINs received vs. distributed vs. surplus returned, Damaged or lost stock explanations
- Prepare county-level reconciliation and documentation summaries for submission to state-level leadership.

December 2025



### **3. Payam Distribution Hub Management**

- Establish and maintain **functional payam hubs**, ensuring: Adequate staffing (storekeepers/loaders), Stock controls and security, Organized queues, workflows, and LLIN handovers
- Troubleshoot logistical challenges and escalate unresolved issues to the State Manager.

### **4. Logistics documentation and reporting**

- Work with Digital Data Officers to ensure inventory data is accurately captured in digital tools where applicable.
- Support training and joint support supervision of payam storekeepers and enumerators on logistics-related digital reporting.
- Validate digital stock data daily to identify discrepancies early.
- Document any operational incidents, including stock discrepancies, transport delays or accidents, LIN damages or diversion risk promptly.

### **5. Coordination**

- Plan and coordinate LLITN distribution logistics for payams and bomas.
- Oversee loading, dispatching, and delivery of LLITNs to distribution points.
- Manage transport arrangements (vehicles, fuel management, driver coordination).

### **Educational Qualifications & Experience**

- Diploma or bachelor's degree in Logistics/Supply Chain Management, Business Administration, Public Health, or related field.
- Certificate training in warehousing or humanitarian logistics is an added advantage.

### **Experience**

- Minimum 3 years' experience in logistics, warehousing, or supply chain roles within humanitarian or development programs.
- Experience with mass distribution campaigns—preferably LLIN distribution—is an asset.
- Previous work in South Sudan or similar complex environments strongly preferred.
- Experience with digital inventory systems and mobile data tools is desirable.

### **Skills**

- Strong stock management and documentation skills.
- Ability to coordinate transport under time-constrained conditions.
- Strong interpersonal and communication abilities.
- Competence in incident reporting and operational problem-solving.
- Ability to supervise field teams in remote locations.



December 2025



- Experience working with **government counterparts** (MoH/NMCP) and NGO partners (PR/SR) in South Sudan or similar contexts.
- Strong facilitation skills for training registrars/communicators and supervising data flows.

### Core Competencies

- Detail orientation and **data quality assurance** mindset.
- Clear communication across multiple levels (County, Payam, Boma, Village).
- Problem-solving under field constraints (access, network, language).

30 DEC 2025

### The IRC Core Values and Commitments:

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding and PSEA policy:** The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, Gender, color, national origin, religion, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

### How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to People & Culture Malualkon IRC Field Office or IRC Country Office-Located in APTECH Africa Office Building 3<sup>rd</sup> Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) not later than **19<sup>th</sup> January 2025 @ 4:30pm**.

**NOTE:** Only shortlisted candidates will be contacted and attached photocopies only while originals will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION, County Logistics Officer**  
**- Northern Bahr Ghazal State, SOUTH SUDAN**

**“WOMEN, MINORTIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.**

December 2025

