

## JOB VACANCY – ORDER PROCESSING OFFICER



*Médecins Sans Frontières* (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial 6-months Fixed Term Contract and Trial Period of 3-months.

**Position: Order Processing Officer**

**Number of Vacancies: 1**

**Location: Juba, South Sudan**

### Scope of responsibilities:

Performing the day to day order processing activities in a particular supply office (Juba coordination) according to MSF protocols and standards in order to ensure an optimal running of the mission/project

### Accountabilities:

- Performing the day to day activities ensuring an efficient running of the Order processing activities in a particular supply office (coordination) following the supply procedures according to MSF standards and protocols. Including the following activities:
- Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
- Processing all orders and requests and communicating regularly on their status with the initial clients: order received, approval stage, confirmation, RTS monitoring, backorder, lead times, ... and reporting problems to his line management
- Communicating with local and international suppliers (status of order, claims) and reporting problems to line management
- Performing delegated tasks according to his/her activity and as specified in his/her job description

### Recruitment criteria

**Education:** •Supply Chain Management or Logistics & procurement. Commerce related studies desirable

**Experience:** •Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures.  
•Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits in accordance to the nature of the project)

**Languages:** • Fluent in English. Local language desirable

**Knowledge:** • Computer literacy

**Competencies:**

- Results and Quality Orientation L1
- Teamwork and Cooperation L1
- Behavioural Flexibility L1
- Commitment to MSF Principles L1
- Service Orientation L1
- Stress Management L2



## How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit their application at the MSF Switzerland office in **Hai Cinema, Juba, Plot No 23, Block A12**. **The deadline to apply is 15<sup>th</sup> of February 2026.**

<https://forms.gle/qL4vrvMiMqHajFkm8>



**Only short-listed candidates will be contacted.**

**Female candidates are encouraged to apply.**

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

*The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Personnel Development Manager (PDM)** at the **MSFCH office in Hai Cinema – Juba.***

**MSF does not ask candidates for any money, favours, or other benefits of any kind during its recruitment process and reserves the right to refuse to hire a candidate who has engaged in such acts.**

