



## Vacancy Announcement

<b>Position :</b>	LLINs Distribution Project Managers (2 Positions, Upper Nile and Pibor AA).
<b>Duty Station :</b>	Juba with Frequent travel to Upper Nile and Pibor AA
<b>Reporting to :</b>	Programs Director.
<b>Supervising :</b>	LLINs Distribution Coordinator, Supply Chain Coordinator
<b>Opening date:</b>	17th December 2025.

### Background

ARDF is a leading non-governmental National organization registered with the Relief and Rehabilitation Commissions under the South Sudan NGO 2016 Act, with Registration No. 834. ARDF is currently operating in three states of South Sudan, including Upper Nile, Northern Bahar El Gazal, and Central Equatoria State, providing multisectoral programs within its thematic areas of Health, WASH, FSL, Protection, and Education. ARDF's mission is to save lives, improve Health, alleviate poverty, and suffering. Our Approaches include innovations, Research, and community engagement, focusing on immediate lifesaving while laying the groundwork for long-term impact

### Purpose of the Position:

The LLINs Distribution Program Manager will provide technical leadership for the overall implementation of LLIN distribution activities, based on the National Ministry of Health's House-to-House digitalized methodology for mass distribution of Long-Lasting Insecticide-Treated Nets (LLINs) in South Sudan. They will lead logistics assessment, micro-planning, development of training materials, SBC materials, and oversee the transportation of LLINs from the regional hub to various payams, ensuring the security of LLINs during prepositioning, pre-distribution, and distribution. They will coordinate with the national Malaria control program team to provide capacity building for the LLINs team on the same digitalized methodology. The LLIN Distribution Program Manager will also ensure the timely synchronization of LLIN distribution data into the South Sudan National DHIS2 platform. This position will be based in Juba with frequent field visits.

### Key Role and Responsibilities

The LLINs Distribution Program Manager's duties are multifaceted, encompassing logistics, project management, and community engagement.

#### 1) Logistics & Supply Chain Management:

- Oversee the logistics assessment of all Payams in the state/Administrative area where the distribution will be conducted to identify Payams warehouses that are well ventilated, with lockable doors. The assessment will also map truck/boat movement routes for easy prepositioning of LLINs to the Payams and Boma.
- Develop micro plans for the LLINs distribution in all the payams.
- Liaise with the Logistics Coordinators at the regional warehouse and the Supply Chain manager to secure full transit insurance coverage with a reputable provider/transporters for all LLIN



- movements from the regional warehouse to Payam warehouses and establish clear documentation and claim procedures for any potential loss, theft, or damage during transport.
- Ensure the transporter provides insurance coverage to the LLINs by signing a clause of their readiness to refund any loss of damaged LLINs during transportation to the Payams.
  - Oversee the storage, stock control, transport, and delivery schedules of LLINs, ensuring the right quantities reach the correct locations on time and within budget.
  - Ensure safe and timely reverse transportation of undistributed nets to CHD and SMOH, and proper handing over of documents prepared and used
- 2) **Campaign Planning & Implementation:**
- Develop and update plans of action, adjusting strategies based on security assessments and lessons learned from previous distributions. This involves coordinating simultaneous distribution activities across various Counties.
  - Liaise with HR and Programs Director to timely recruit LLIN County Distribution Coordinators in each of the counties in the targeted States
  - Liaise with LLINs County Distribution Coordinators to timely recruit distribution volunteers.
  - Ensure Prepositioning of LLINs from Payams warehouse to Boma warehouse for easy distribution.
  - Ensure the distribution teams are trained on the South Sudan National Ministry of Health's House-to-House digitalized methodology for mass distribution of Long-Lasting Insecticide-Treated Nets (LLINs)
- 3) **Budget Management**
- Develop accurate County distribution budget forecasts
  - Raise requisitions, including TORs and PRs in a timely manner and follow up for approvals.
  - Liaise with field finance and Juba finance to ensure all project activities cost requisitions are timely approved.
  - Ensure all liquidations for activities implemented are timely and accurately done
  - Conduct monthly budget versus actual at the State level for all counties
- 4) **Data Management, Reporting, and M&E:**
- Liaise with the Procurement department to procure standard tablets recommended for LLINs digitalized distribution by the NMCP.
  - Liaise with NMCP to install the DHIS2 offline distribution application on all procured tablets.
  - Ensure daily synchronization of LLINs distribution data to the national DHIS2 platform by the distribution team.
  - Undertake regular monitoring of LLINs distribution activities to ensure quality data reporting.
  - Track the distribution data using the indicators performance tracking template (IPTT).
  - Responsible for the timely LLIN distribution narrative reporting to UNICEF
- 5) **Stakeholder Coordination:**
- Liaise with National Malaria Control Program (NMCP), UNICEF, Against Malaria Foundation (AMF), and other partner organizations in the state for smooth implementation of the campaign and alignment with global health guidelines
  - Liaise with State authorities, Country Authorities, and community leaders to ensure smooth execution of campaigns.
- 6) **Communication & Social Behavior Change (SBC):**
- In collaboration with NMCP and UNICEF, develop SBC materials for LLIN distribution in the state.
  - Ensure the County LLINs distribution coordinators train all the communicators to implement communication strategies to ensure communities understand how to hang, use, and care for the nets correctly, which is vital for sustaining the nets' effectiveness over their lifespan (typically at least three years).



- Ensure communication devices, such as megaphones, to support communicators' SBC activities.

#### Required Skills & Qualifications

- **Mandatory** - University degree in any of the following fields: Medicine, Nursing, Midwifery, Public Health, or Clinical Medicine, with a **Master of Public Health or Medical Supply Chain Management**. Applicants for this position **must** have a bachelor's degree and a master's in a related field
- Applicants must have at least 5 years of experience in an LLIN mass Distribution Campaign
- Applicant must have experience in working with NNGO/INGO/UN Agency
- Proficiency in project management, budget oversight, and computer literacy (spreadsheets, word processing, presentation skills, and potentially specialist logistics software).
- Strong leadership, organizational, communication, negotiation, and problem-solving skills are essential for dealing with diverse stakeholders and working in challenging, remote, or insecure locations
- In-depth knowledge of donors' requirements and proven experience in the management of funds from UN donors
- Applicants **MUST** have experience in all Counties of Upper Nile or the Pibor Administrative Area.
- Significant working experience at the management level in humanitarian assistance or development-oriented programs within an international environment, preferably in the Upper Nile.
- Experience in protracted conflict/post-conflict environments and triple nexus programming (highly desirable).
- Ability to set high standards for quality of work and adaptability and flexibility in stressful environments.
- Able to work in unstable, rapidly changing, and insecure environments with basic living conditions.
- Experience in external representation with government, donors, and other stakeholders at both technical and policy levels

#### Mandatory ARDF Policies Compliance

- Standard of Professional Conduct: ARDF and ARDF workers must adhere to the values and principles outlined in ARDF's standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment, and teamwork. In accordance with this value, ARDF operates and enforces policies on beneficiary protection from exploitation and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- Safeguarding policy: ARDF has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, suppliers/subcontractors. Safeguarding at the ARDF is 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 its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- Gender Equality: ARDF 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 flexible hours (when possible), Maternity leave, transportation support, and gender-sensitive security protocols.



- **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF considers all applicants based on merit without regard to race, color, national origin, religion, sexual orientation, age, Marital status, Disability, or any other characteristic protected by applicable laws.

### How to Apply

#### a) Application address

- Interested candidates are requested to submit their application cover letter with clear salary expectations, an updated CV of not more than 5 pages, copies of their national ID, and educational certificates through the Email address: [hr.recruitment@ardf-ss.org](mailto:hr.recruitment@ardf-ss.org). The Subject line of your email should include “**LLINs Distribution Project Manager (State Name).**”
- For Hand delivery, Submission of your CV and academic documents to ARDF Juba Head Office, addressed to the ARDF HR Manager

#### b) Eligibility.

- The position is open only to South Sudanese with the required qualifications
- Female candidates with required qualifications are highly encouraged to apply.

#### c) Shortlisting and interview

- Due to the urgency of the position, applications will be reviewed on a rolling basis, and recruitment may be completed before the deadline.
- **ONLY** candidates who meet the requirements will be invited for interviews.

#### d) Deadline for submission

- The deadline for submission will be **17<sup>th</sup> January 2026, by 4:30 pm CAT**
- Only applications submitted before the deadline will be considered for review.

#### **Disclaimer:**

*African Relief and Development Foundation does not charge any kind of fee at any stage of the recruitment process and does not act through recruitment agents.*

