



## Vacancy Announcement

<b>Position :</b>	LLINs Distribution Coordinators (6 Positions) – Upper Nile
<b>Duty Station :</b>	1 – Malakal and Akoka, 2 - Baliel and Panyikang, 3 – Fashoda and Manyo, 4- Renk, Maban, and Melut, 5- Longechuk and Maiwut, 6 – Ulang and Nasir
<b>Reporting to :</b>	LLIN Distribution Project Manager
<b>Supervising :</b>	Payam Supervisors, Registrars, Communicators, Site Supervisors, guards
<b>Opening date:</b>	17th December 2025.

### Background

ARDF is a leading non-governmental National organization registered with the Relief and Rehabilitation Commission under the South Sudan NGO Act 2016, 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:

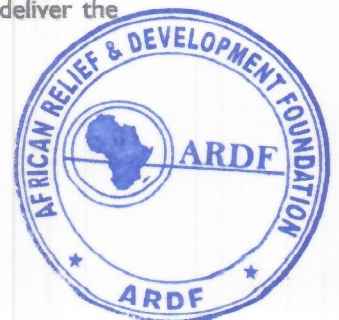
The LLIN Distribution Coordinators will provide technical leadership for the overall implementation of LLIN distribution activities in all Payams where the distribution will be carried out, based on the National Ministry of Health's House-to-House digitalized methodology for mass distribution of Long-Lasting Insecticide-Treated Nets (LLINs) in South Sudan. They will be responsible to undertake logistics assessments, micro-planning, training of volunteers, community engagement meetings, physical verification of LLINs for damages and losses on arrival, receiving the nets from the transporters, and ensuring all received Nets are stored in a secure and lockable payam warehouse. They will ensure SBC activities are adequately conducted in the payams. They will ensure household registration and distribution are conducted accurately. Coordinate with community authorities to ensure the safe security of LLINs and smooth distribution. The LLIN Distribution Coordinators ensure the timely synchronization of LLIN distribution data into the South Sudan National DHIS2 platform.

### Key Role and Responsibilities

The LLINs Distribution Coordinators' roles and duties are multifaceted, encompassing logistics, project management, and community engagement.

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

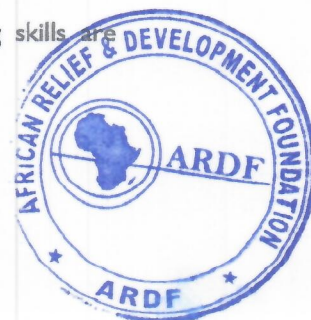
- Carry out logistics assessment in all Payams in their respective Counties, where the distribution will be conducted, to identify Payams warehouses that are well ventilated, with lockable doors, and map truck/boat movement routes for easy prepositioning of LLINs to the Payams and Boma.
- Consult with the LLIN distribution project manager to develop micro plans for the LLIN distribution in all the payams.
- Provide accurate routes and locations of the Payam warehouses to the Logistics Coordinators at the regional warehouse for easy guidance of transporters on where to finally deliver the LLINs.



- Conduct Physical Verification of all LLINs arriving at the Payam warehouse for losses and damages before receiving them from transporters by signing the receipt
  - Conduct proper stacking of all LLIN in the Payam warehouses and enter them into Bin Cards/Stock cards
  - Liaise with Community leaders to identify Payam Warehouse guards to provide safety/Security to the LLINs in the Payam warehouses.
  - 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 Community stakeholders to timely recruit LLIN distribution volunteers, including Payam supervisors, Site managers, Registrars, and Communicators.
  - Liaise with community stakeholders to timely recruit distribution volunteers.
  - Ensure timely prepositioning of LLINs from Payams warehouse to Boma warehouse for easy collection by volunteers and 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)
  - Ensure the registrar uses combine registration and distribution methodology
- 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.
  - Ensure all payments for activities and incentives are timely conducted
- 4) **Data Management, Reporting, and M&E:**
- 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).
- 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):**
- 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 and supplies, such as megaphones and posters, are provided to support communicators' SBC activities.

#### **Required Skills & Qualifications**

- **Mandatory** - University degree/Diploma in any of the following fields: Clinical Medicine, Nursing, Midwifery, Public Health, or Pharmacy
- Applicants must have at least 3 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 the County applying for.
  - 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 Coordinator (County 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 **14<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.*

