



JOB VACANCY_LOGISTICS SUPERVISOR_AWEIL

ALIMA, the international medical NGO with a human face, which places at the heart of its model the co-construction of projects and professional paths

The ALIMA SPIRIT: *ALIMA's purpose is to save lives and provide care for the most vulnerable populations, without any discrimination based on identity, religion or politics, through actions based on proximity, innovation, and the alliance of organizations and individuals. We act with humanity and impartiality in accordance with universal medical ethics. To gain access to patients, we undertake to act in a neutral and independent manner.*

Our CHARTER defines the VALUES and PRINCIPLES of our action:

1. Patient First – Patient centered medical care
2. Revolutionizing humanitarian medicine through research
3. Responsibility and freedom: encourage decision-making by those closest to patients
4. Commitment to a dynamic of continuous quality improvement
5. Creating a climate of trust among colleagues
6. Collective intelligence
7. Environmental liability

ALIMA promotes and defends the principles of fundamental human rights. ALIMA has a zero-tolerance approach to those guilty of acts of gender-based and sexual violence as well as to inaction in the face of alleged or proven acts of violence. Protecting the people who benefit and are impacted by our intervention is our top priority in everything we do. Anyone working with ALIMA is committed to :

- Respect the charter, the code of conduct, institutional policies including the policy of protection against abuses of power and gender-based and sexual violence, the policy of preventing corruption and fraud ;
- Report any violations to policies, framework documents and proceedings to a superior, referral

CARING - INNOVATING - TOGETHER:

Since its creation in 2009, ALIMA has treated more than 10 million patients. Today ALIMA works in 12 countries in Western and Central Africa. In 2020, we developed 41 humanitarian medical response projects to meet the needs of populations affected by conflict, epidemics and extreme poverty. All of these projects support national health authorities through nearly 357 health structures (including 45 hospitals and 312 health centers). We work in partnership, especially with local NGOs, whenever possible to ensure that our patients benefit from the expertise wherever it is, whether in their country or the rest of the world. In addition, to improve the humanitarian response, we are carrying out operational and clinical research projects, particularly in the field of the fight against malnutrition and hemorrhagic viral fevers. ALIMA is also leading operations in response to the covid-19 pandemic across all of our missions.

ALIMA'S TEAM: More than 2000 people currently work for ALIMA. The field teams, as close as possible to the patients, receive their support from the coordination teams generally based in the capitals of the countries of intervention. These receive support from the 4 desk teams and the emergency and opening service team based at the operational headquarters in Dakar, Senegal. The Paris and New York teams are actively working on fundraising as well as representing ALIMA. The rest of the ALIMA Galaxy includes individuals and partner teams who work on behalf of other organizations such as medical NGOs BEFEN, ALERTE Santé, SOS Médecins / KEOOGO, AMCP, research organizations PACCI, INSERM, Universities of Bordeaux or Copenhagen, the NGO Solidarités International and many others.

COUNTRIES WHERE WE WORK: Mali, Burkina Faso, Central African Republic, Nigeria, Niger, Chad, Democratic Republic of Congo, Cameroon, South Sudan, Mauritania & Sudan, Ethiopia, Haiti

THE WORK WE DO covers: Primary and Secondary Health Care, with a main focus on children and women -

including treatment and prevention of acute malnutrition, maternal health, mental health, response to epidemics (Ebola, Cholera, Measles, Dengue, Lassa Fever), surgery, displaced populations, and gender based violence, Covid 19.

ALIMA in South Sudan

Between 2017 and 2021, ALIMA (The Alliance for International Medical Action) carried out several projects in South Sudan, particularly in Raja and Wau (Western Bahr El Ghazal), Aweil (Northern Bahr El Ghazal), and Juba. In Raja and Wau, with support from AFD, ECHO, GiA, OFDA, and Vitol, ALIMA partnered with Solidarités International to provide inpatient care (IPD/ITFC), support primary healthcare centers (PHCC/PHCU), and operate mobile clinics. In Aweil, through funding from UNICEF, CDS, and the ELMA Foundation, ALIMA offered support to fixed health facilities in Halibol and Maper West and led a malaria response during peak transmission periods. Lastly, in Juba, with backing from ECHO and the CDC—and in collaboration with GOAL and Concern Worldwide—ALIMA focused on Ebola Virus Disease (EVD) preparedness as well as COVID-19 prevention and response efforts.

In March 2025, an assessment mission was conducted in Juba and Aweil, in order to better understand current needs and have an overview of ALIMA's status in the country.. Given ALIMA's mission, we focused on humanitarian needs in terms of health, by identifying the most vulnerable populations and the obstacles restricting access to health services. What emerged from our assessments was an acute need for healthcare workers and therefore a strong desire to intervene as soon as possible to respond to the growing needs. The outcome of the assessment mission resulted to the reopening of the South Sudan mission in June 2025

Mission Location: South Sudan, Aweil

FUNCTIONAL AND HIERARCHICAL LINKS

- He/she reports to the Logistics Project Manager
- He/she supervises drivers, guards, technical specialists, etc.
- He/she works in close collaboration with the coordinators (medical, projects and other staff).

PROTECTION OF BENEFICIARIES AND COMMUNITY MEMBERS

Level 3: As part of his/her duties, the incumbent will visit programs and come into contact with children and/or vulnerable adults. Therefore, a criminal record check or a certificate of good character will be required. In situations where a criminal record check or character reference is not possible, a declaration of honor will be requested.

TASKS & RESPONSABILITIES

1. Logistical Management of the ALIMA premises and infrastructure

- Ensures maintenance in all ALIMA premises and infrastructures (office, houses, stores, etc...), makes sure of the general good condition of the structures (walls, frame, roofing), electrical installations, water supply and its quality.
- Makes regular visits to each structure, reports to his/her manager any anomalies and other problems encountered.
- Evaluates or reports the needs for rehabilitation or repair.
- Ensures the follow-up of small rehabilitation works of buildings.
- Ensures the safety of the facilities and buildings (good condition of fences and gates, lighting of open spaces, identification of buildings, presence of fire extinguishers, earthing of electrical installations, etc.),
- Ensures the permanent cleanliness of the premises;
- Follow-up, maintenance and change of electrical equipment;
- Ensures the supply of cooking gas and the maintenance of equipment.
- Ensures the follow-up of consumption, office supplies, fuel, lubricant for the functioning of the different structures (office, house, stores, etc...),
- Ensures the correct disposal of domestic waste in the different structures and the proper maintenance of waste treatment facilities.
- Make sure internet works properly in the office/guest house (base)

2. Supply and Procurement.

- Manage and follow up all logistics requests orders coming from different departments or health facilities and prepare proper documents for procurement procedures.
 - Draw up and follow up orders according to the procedures in force with the collaboration with the supply log and other departments.
 - Provide technical support to the other department on local purchases procedures and be clear on lead time and delivery time according to ALIMA supply procedures and validation tables.
 - Ensure reception conditions of freight or arriving material as well as the organization and setting up of material before its shipment.
 - Application and verification of invoices before payments processes.
 - Update prices, asking for quotations and bids to tenders in collaboration with the line manager. Control the purchasing procedures ensuring the validation table is well maintained.
 - Cost control, quality control and ensuring proper specifications are always procured to avoid wastes and prolonged lead time.
 - Check the physical state of orders and inform line manager of any delays in procurements for corrective actions.
 - Responsible for follow-up of local purchase and therefore, he/she is responsible for communicating with all suppliers including the Capital and coordination teams.
 - Prepare with the project log, market assessments, contracts, and supplier evaluations and proper follow-up of contracts. Communicate with local suppliers for status of purchase orders and other departments the status of their requests and specific period of delivery.
- 3. FLEET & GENERATORS MANAGEMENT**
- Monitor vehicle movement and vehicle and generators fuel consumption
 - Monitor vehicles and generators inventory, documentation and first aid kit are inspected; that services (A, B, C) are done on time and fully recorded in the vehicle logbook with all relevant information.
 - Supervise and train drivers to driving rules, take care of vehicles, prevent damage, perform weekly checks.
 - Supervise maintenance activities, and inform the Logistics Coordinator for major problems.
 - Carry out technical evaluations of all the hired vehicles in order to ensure transport reliability.
 - Identify service providers (fuel and rental of vehicle)) through request for quotations and according to ALIMA SoP's.
 - Ensure implementation of security measures.
- 4. EQUIPMENT MANAGEMENT**
- Systematically use the Google drive and ALIMA's logistics logpack data input to ensure real time asset management.
 - Monitor and take inventory of all investment material (energy equipment, cold chain, IT, communication) and make sure all assets are labeled in hard and soft copies.
 - Perform any necessary tests / checks to confirm the proper operation of the installation or equipment after repair.
 - Ensure effective management of work tools.
 - Immediately inform the Logistics Coordinator of any problems that arise (damage, loss, theft or attempted break-ins).
 - In collaboration with IT, ensure that computers work properly and execute security management protocols (backups, anti-malware updates and firewall protection, etc.) in order to ensure an immediate operational recovery/continuity in case of emergency and data security & availability.
 - Organize training sessions on how to use communication tools (satellite phone, etc.)
 - Proceed to material reallocation.
- 5. STOCK MANAGEMENT**
- Ensure the appropriate supply of consumables and small appliances for the office and guest house and fuel with the Logistics Coordinator.
 - Make sure equipment is stocked in good conditions and control expiration dates.
 - Ensure that procedures for stock entries and exits are respected.
 - Manage and maintain the appropriate documents related to stock management.
 - Undertake regular physical stock inventory of small equipment, consumables, and other non-medical items.
- 6. TEAM MANAGEMENT**
- Plan and supervise the HR processes for his/her team (staff shifts, training, evaluation, development and communication).

- Participates in training at the request of the Logistics Coordinator.
- Manage the team of guards, watchmen and drivers.
- Control payment of overtime and daily workers.
- Ensure communication flows to and from within his/her team.

7. SECURITY

- Implement the means determined by the coordination team to ensure the team's safety.
- Train team members to security procedures and rules.
- Escalate information related to security to the Logistics Coordinator.

8. REPORTING

- Contributes to the monthly reports: SITREP; data compilation of logistics activities.
- Monthly update all logistics data information as per the ALIMA Logistics toolbox.

Implementation of preventive measures against abuse of power, gender-based and sexual violence:

- Ensures that his/her team, partners, and community members are aware of ALIMA's policy and have access to information (complaint reporting mechanism, focal point, etc.).
- Facilitates the organization of training and awareness sessions
- Implements standards for the prevention of abuse of power, gender-based violence, and sexual violence.
- Ensures that the members of his/her team and those of the partners involved in the project (Ministry of Health, national partners, etc.) follow the training and awareness sessions and apply the rules of abuse prevention.
- Contributes to creating and maintaining a nurturing and protective environment for the team, community members, and partners involved in the project.

This job description is not exhaustive and may be modified as the assignment evolves.

EXPERIENCE AND SKILLS

Experience

- At least two years' experience in logistics, preferably with a humanitarian NGO.
- Multi-skilled experience in logistics.
- Technical skills in the following areas: electricity, plumbing, carpentry, masonry, welding, computers would be an advantage.
- Computer skills (Word, Excel, PowerPoint, Google Suite)

Qualities of the candidate

- Very good communication and listening skills
- Proactivity and initiative to anticipate and remedy potential problems.
- Collaborative and patient
- Team management and good mastery of teamwork
- Can work under stress & available on request
- Ability to prioritize and work under pressure
- Ability to adapt and diplomacy
- Ability to work in a team in multicultural contexts
- Training and coaching skills
- Professional rigor
- Discretion, Organizational skills, rigor and autonomy
- Calm, excellent stress management and composure

Languages

- Fluence in English both written and oral

ACADEMIC QUALIFICATIONS

Education

- Degree in Logistics or related area.

Other

- South Sudanese nationality residing in Aweil

HOW TO APPLY TO THE POSITION OF LOGISTICS SUPERVISOR

South Sudanese nationals who meet the above criteria are strongly encouraged to apply by completing the application form through the link provided, using a computer, or by scanning the **QR code** with a smartphone.

For any inquiries or difficulties applying, you may contact the recruitment team at recruitment@southsudan.alima.ngo or call +211 0922376947.



<https://forms.gle/hjUsgsv4sfefsM9y9>

The deadline for submission is **30th June 2025 at 5:00 PM.**

Applications will be reviewed on a rolling basis, and ALIMA reserves the right to close the recruitment process before the stated deadline if a suitable candidate is identified. Only complete applications that follow the instructions will be considered. Only shortlisted candidates will be contacted.

Candidates are advised to submit their applications early, as screening may begin before the closing date.

The protection of your personal data is important to ALIMA. By submitting your application, you agree that your data will be used exclusively for the recruitment process, to assess your suitability and ensure a fair selection. Your information will be handled confidentially and only accessed by individuals involved in the recruitment. ALIMA will never sell or misuse your data.

Please note that ALIMA does not request any form of payment, favors, or other benefits during the recruitment process. Any such acts will lead to disqualification.

Female candidates are strongly encouraged to apply.

