MEDAIR
EMERGENCY RELIEF AND RECOVERY

Job Advertisement

Relocatable ERT Logistics Officer

Roving Across South Sudan
(Both Internal and External)

MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN
03 MAR 2026

SD. H. 3
Approved
3/3/2026

Job Purpose: To serve as a relocatable Logistics Officer with the Emergency Response Team (ERT) by being responsible for the equipment and logistical needs for ERT assessments and interventions in all ten states of South Sudan..

Key Responsibilities

Logistics

- Timely prepare and organise (often with short notice) all supplies needed for assessments and interventions with the Project Manager, Team Leader, and Juba-based Procurement team.
- Arrange accommodation, which may include the set-up of campsite / worksite: e.g. foxholes, store, dispensary tents, shower, toilet if necessary.
- Ensure the team has working communication equipment e.g. Thuraya, phones, top-up etc.
- Water management: ensure the availability of water for cleaning, cooking, showering, and safe drinking water in coordination with WASH or host

Transportation

- Arrange transport during emergency interventions in consultation with the PM and team members.
- Organise and prioritise tools, equipment and spare parts.
- ERT Land Cruiser and vehicles, if needed, hire a local driver and administer a driving test.
- If hiring a car, ensure that car is in good technical condition (check of liquids, diesel, etc.), condition report. Check daily on the status of the ERT car used in field locations and give recommendations to team leader if needed.
- Ensure safe road travels for Medair staff and supplies to various locations/destinations.

Procurement

- Order, track and receive items in the field. Check the items received against the waybill. Liaise with senders to resolve problems.
- Prepare for ERT interventions: packing, transport / Loading, administration (packing list, Waybill, Stock Cards) of items going to field sites.
- Maintain Medair field equipment, and coordinate repair when needed, in liaison with ERT Logistics Coordinator.
- Timely request and receive signed approval by PM and order field requisition items needed to fulfil objectives – coordinate with Snr Logs Officer or Logs Coordinator.
- Finances: Manage Base finances, accurately track and record all team expenses in the field.
- Hire local South Sudanese compound workers (e.g. cooks, cleaners, guards, etc.) at field sites. Create work agreements, train, supervise and pay locally hired staff.

Quality management

- Maintain all field equipment including vehicles, generators, and communications equipment.
- Develop routine equipment service and checks systems to ensure that it is operational all times.
- Monitor and ensure proper use of equipment.
- After every intervention create and submit an equipment status report to the ERT Logistics Coordinator.
- Manage and secure the field store during interventions and ensure maintenance of the compound.
- Close and accurately report on expenses (PDFs)

External representation

- Act as the liaising manager, especially in field locations concerning translation into local language, to help with discussions and resolve cultural issues in an understanding and amicable manner.
- As requested by the PM or team leader, meet with counterparts/local leaders at the beginning and throughout the time ERT is on ground.

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Person Specifications
Essential
ESSENTIAL

- Logistics training and coursework/ Degree in Business Administration, Supply Chain Management/Logistics and procurement
- Valid South Sudanese driving license
- Work experience in logistics, preferably with a similar organisation
- Fluent in written and spoken English and Arabic
- Computer literate with good working knowledge of Microsoft Excel, Word and Outlook
- Enjoys a challenge and works hard to achieve objectives
- Team-player
- Good inter-personal skills

DESIRABLE

- Enthusiastic, compassionate, self-motivated, energetic, autonomous
- Previous experience living and working in a multi-cultural team
- Encouraging, supportive
- Diploma in mechanics
- Minimum of 2 years of professional experience
- Knowledge of other local languages spoken in South Sudan

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Date of Advertisement: 3rd /03/2026 and Closing date: 20th March 2026 at 5:00 PM.

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience, and 3 referees, and (2) a Cover letter detailing how you qualify for this position **to: Recruitment Human Resources Department Medair South Sudan - Bilpam Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org.

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