



## JOB OPPORTUNITIES

**Job Code:** 036  
**Job Title:** Logistics & Admin Assistant  
**Location:** Torit Eastern Equatoria State  
**Contract Type:** Regular Contract (dependent on funding)  
**Reporting To:** Logistics Officer  
**Number of Positions:** 1  
**Application deadline:** April 30, 2026,

\* The position is open to South Sudanese nationals ONLY

### PROJECT DESCRIPTION AND SUMMARY OF ROLE

The Advancing HIV & AIDS Epidemic Control (AHEC) Activity is a U.S. Department of State-funded initiative implemented in South Sudan by IntraHealth International to strengthen HIV prevention, care, and treatment services. The project approach focusses on Facility and community led responses, strategic case finding, retention in care, and the delivery of high quality, client centered HIV services.

The Program Assistant provides day-to-day support to logistics and administrative operations at the field level. The role supports procurement processes, fleet and asset coordination, warehouse activities, office management, and general administrative services to ensure smooth operations and effective program delivery.

#### Key Functional Focus Areas

- Procurement and logistics support
- Fleet, transport, and asset coordination
- Warehouse and inventory management
- Administrative and office support
- Documentation, reporting, and audits
- Compliance with organizational policies



## **KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS**

### **Procurement & Logistics Support**

- Assist in preparing RFQs, bid analyses, and purchase orders.
- Maintain procurement files and ensure documentation is complete and properly archived.
- Follow up with suppliers on delivery timelines and track procurement requests.

### **Fleet & Transport Coordination**

- Assist with vehicle scheduling, daily movement plans, and coordination with drivers.
- Maintain vehicle logbooks, fuel records, and service schedules.
- Support compliance with transport safety procedures.

### **Warehouse & Asset Support**

- Assist in receiving, storing, and dispatching goods.
- Update stock records and support periodic stock counts.
- Maintain asset registers and track asset allocation.

### **Administrative & Office Support**

- Provide front-desk support, manage correspondence, and assist with meeting arrangements.
- Maintain office supplies inventory and support replenishment.
- Support travel and accommodation arrangements for staff and visitors.

### **Documentation, Reporting & Compliance**

- Maintain organized filing systems for logistics and administration documents.
- Assist in preparing monthly logistics and administration reports.
- Support audits and report any non-compliance issues to the supervisor.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Required Qualifications**

- Diploma or Bachelor's degree in Logistics, Supply Chain, Business Administration, or a related field.
- Minimum of one (1) to three (3) years of experience in logistics, administration, or operations support.
- Experience working in NGO or corporate administrative environments is an added advantage.

### **SKILLS AND COMPETENCIES**

- Strong organizational and multitasking skills.
- Basic knowledge of procurement and logistics processes.
- Good communication and interpersonal skills.



- Computer literacy in Microsoft Office (Word, Excel, Outlook).
- Attention to detail and strong record-keeping skills.
- Ability to work under pressure with integrity and professionalism.

## APPLICATION PROCEDURE

To complete your submission, please:

- 1- Complete the application form by clicking <https://qr.link/biKNg8> or scanning the QR code at the bottom of the page.
- 2- Send email to [ahcrecruitment@intrahealth.org](mailto:ahcrecruitment@intrahealth.org) In the subject line, write the following: [Job Code\_Job Title\_Post Location\_First & Last Name]. Example: [036\_Logistics & Admin Assistant\_Torit\_John Doe].
- 3- Attach the following documents to your email: Cover letter, Updated CV, Copies of academic certificates, National ID & Contact details for three professional references (including current supervisor)

Deadline for receiving applications is Thursday, April 30, 2026. Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

You may also submit hard copies of your application at any of the following IntraHealth locations closest to you. Please note that submitted documents are non-refundable:

- **Juba:** Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.
- **Kapoeta:** please submit to the Community Engagement Officer in Kapeota Hospital.
- **Nimule:** please submit it to the Community Engagement Officer in Nimule Hospital.
- **Torit:** please submit it to the Operations Assistant in Torit Hospital.

**Due to the urgency to fill this position, applications will be reviewed on rolling basis**

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