



South Sudan
JOB VACANCY

Title: Supply Chain Assistant
Reports to: Area Coordinator
Location: Ulang Field Office
Technical Supervisor: Supply Chain & Operations Manager

Position Summary

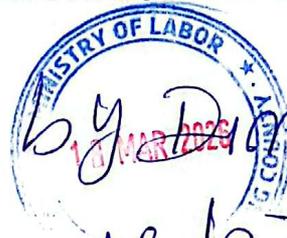
The Supply Chain Assistant is responsible for ensuring adherence to the RI procurement policies and procedures; s/he will serve as a “buyer” for RI and follow each step of the procurement procedure from receipt of Procurement Request to receipt of goods/payment of supplier and ensure Fleet and Asset reporting tools are updated and shared to the Supply Chain Manager. S/he is accountable for ensuring that all RI standards and donor compliance is met. S/he has a focus of support to the country-based programs but might be asked to perform additional tasks if and when needed.

Scope of Work:

Procurement Management

- Act as a member of the SCO Team and provide support to the SCO Manager to ensure the delivery and implementation of all procurement support systems according to RI policies and procedures.
- Provide input to RI staff procurement planning and the provide advice on the completion of the procurement request form.
- Be responsible for the timely completion of procurements which are directly related to needs of activities in country.
- Process the procurement requests in accordance with RI policies and procedures, in a transparent, accountable, efficient and cost-effective manner. Assist with ensuring that all procurements are managed, tracked and recorded.
- Act as the point of contact for RI to suppliers, vendors and service providers. Liaise with programs to ensure appropriate quality, quantity and pricing of purchased goods.
- Ensure detailed completion and filing of all procurement documentation including but not limited to PR, RFQ, CBA, PO, etc.
- Assist with maintaining accurate filing systems, with documented and supported records of actions for audit purposes. Ensure procurement paperwork is complete and that all approvals have been obtained before purchases are made.
- Ensure that vendor watchlist checks are carried out for every purchase, updated regularly and, recorded appropriately.
- Support in the accurate and timely updating of procurement tracking database. Support in the updating of the supplier database.

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- Be responsible for the specification, procurement, receipt, storage, transportation and accountability of all RI equipment and/or property.
- Assist with local market surveys; gain knowledge and understanding of the availability of supplies and services and price of local items.
- Provide logistical support to distribute and deliver goods to RI's partner and/or implementation sites as needed.
- Be flexible and manage your time accordingly, to be prepared to tackle other tasks commensurate with your role, and level of experience, at short notice.

Warehouse Management

- Complete full count and quality check of all goods received to the warehouse.
- Complete accurate Goods Received Note (GRN) for all items received in the warehouse and report on any discrepancies or losses or quality issues immediately.
- Prepare waybills, packing-lists for each shipment.
- Ensure all stocks are appropriately stacked and labelled.
- Make a physical inventory of the stock with the warehouse officer every 3 months.
- All forms completed accurately and timely – GRN, Stock/Bin Card, WH Ledger, Discard, Loss, Theft, Waybill, SRF, etc.
- Create and issue DONATION LETTERs for all items/equipment being delivered to partners.
- Re-packing and labelling all shipments for onward delivery.
- Supervise loading and unloading at the warehouse; check any arrival of goods, quantity, and quality. Oversee casual labour.
- Overall maintenance of the warehouse; report any issues immediately.
- Request and track WH stocks needed for re-packing and storing – tape, labels, boxes, wrap, spray paint, etc.
- Report the stock inventory status to the management on biweekly basis.
- Manage Buffer stock and replenishment of the stock.
- Monitor the shelf life of the buffer stock and report the nearby expiry material starting from the 9months of remaining life
- Implement FEFO (first Expiry first out)
- Maintain warehouse temperature and temperature control measures and Humidity control.
- Ensure all medicines are stored as per RI guidelines and WHO Good storage practice GSP.
- maintain all medicines safety are monitored and controlled, ensure all documentation are in place.
- Ensure the temperatures is monitored and controlled within the range, advice on solution to keep cool the warehouse.
- Review the temperature data logger to ensure medicines are well maintained.
- Ensure good distribution practice GDP is followed when dispatching the medicines.
- Ensure quarantined area are well locked and no access to the area.
- Ensure adequate security personnel complete timesheets and perform services as required. Report any issues with security guards immediately.

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- Complete Incident Report for any concerning events and notify Office immediately. Document any breakage or theft with photograph support.
- Ensure fire extinguishers and first aid supplies are in place and kept appropriately stocked.

Vehicle and Fleet Management

- Support the Head of Drivers to ensure all vehicles are well managed; ensure movements are planned and coordinated.
- Ensure rental vehicles are tracked and report on usage to ensure payments can be processed according to use and on time.
- Ensure Vehicle log sheets are in use in every single vehicle and are collected at the end of every month or the end of every rental use.
- Ensure a summary of vehicle movements based on log sheet is completed every month.
- Ensure fuel consumption tracker for generators and prepare generator usage summary report.
- Ensure drivers adhere to and respect all vehicle policies and procedures as well as adhere to all local and national laws.
- Support the Head of Drivers to ensure the leave plans for the drivers are implemented timely.

Assets Management

- Oversee the planning and process to ensure regular updates of the assets and equipment. Prepare monthly reports. Arrange for regular physical stock taking and spot checks for assets, stock and office equipment as per standard.
- Ensure up to date and accurate Asset tracker is in place for all items in the area and sub offices.
- Ensure office set up adequately meets the needs of the project teams. Ensure appropriate protection of all data systems are in place.

Compliance

- Ensure compliance with RI policies and procedures, donor regulations and local laws.
- Ensure that the procurement and disposal of commodities, especially those subject to US Export Compliance regulations, are in line with applicable licenses and are properly documented.
- Immediately report on any concerns regarding the authenticity of procurement documentation, conflict of interest situations or fraudulent activities.
- Represent RI in a positive and professional manner to contribute to the creation of a positive image and overall credibility of the organization, notably through the application of RI's mandate, ethics, values and stand-point with regard to other actors
- Assist in induction of new operation and program staff.

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Qualifications and requirements:

- University level education; training or skills in administration, logistics, business desirable
- 2+ years' experience in logistics, supply chain, administration, procurement etc
- Experience working with INGO
- Diplomacy, tact and negotiating skills.
- Flexibility under pressure and in response to changing needs.
- Attention to detail and excellent numeracy; ability to keep clear and concise records.
- Good written and spoken English.

APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

- Aspiring, potential, and interested applicants should submit copies of non-returnable motivational letter, national ID, CV and copies of academic documents to Ulang-Relief International Office or any near RI office. **RI-SSD-HR-2026.03** Supply Chain Assistant . All above mentioned documents should be non-returnable.
- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis) and only shortlisted applicants will be contacted within two weeks of closing date.
- **Deadline: 10th April 2026 4:30 pm SSD local time**

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