



Date: 2nd April 2026

RE: JOB ADVERTISEMENT -PROCUREMENT & LOGISTIC COORDINATOR (1)

Position: Procurement and Logistic Coordinator

Base Location: Juba with field visits.

Reporting To: Country Director

Line Management Responsibilities: Procurement and Logistics Team



30.43
02.04.2026

Introduction

Islamic Relief Worldwide is an independent humanitarian and development organisation, founded in 1984 (UK Charity Registration Number: 328158), with headquarters based in Birmingham, UK, we have a presence in 44 countries. Inspired by Islamic values, we support the world's most vulnerable people in the fight against poverty and suffering, IRW helps the needy regardless of race, religion or gender and promotes sustainable, environment-friendly outcomes. IRW is also determined to empower marginalized people with a strong voice that argues powerfully for the change they need to transform their lives.

IRW South Sudan was present in South Sudan since 2003 registered under the Ministry of Humanitarian Affairs and Disaster Management. IRW South Sudan has more than 14 years' experience responding to conflict and drought crises in several states in South Sudan. IRW South Sudan currently seeks to recruit a dynamic and self-motivated individual for the position of Procurement & Logistics Coordinator to be based in Juba, South Sudan

Job purpose:

The purpose of this role is to manage a number of specific teams and to provide a wide range of specialist advice or support in order to deliver an efficient, cost-effective quality service.

Key working relationships

- Has regular contact with the Country Director, Finance Manager, Head of Programmes, Emergency Programmes Manager, the Field Offices, Regional Supply Chain Coordinator.

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief's values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Procurement & Logistics Coordinator ensures that organization system and policies are adhered to when Procurement & logistics function is executed in the support of the

MAIN OFFICE
AFEX River Camp, Stadium Road
Cemetery Road, Juba
Tel: 0922680357 / 0922680300

WAU OFFICE
Hai Darajat Opposite
St. Joseph Church
Tel: 0922680305

YEI OFFICE
In the Compound of Mission
Alleviating Suffering in South Sudan
(M A S S)
Tel: 0922680306

WARRAP OFFICE
Along Warrap Akop Road,
Next to Kuelakual Primary
Maanakon
Tel:0922680305

KAPOETA
Narus Diocese of
Torit Compound
Tel:0922680304



organization projects. He/she ensures smooth synergy and good working relation with other functions division mainly the finance and programmes.

Responsibility for Resources: No direct budget responsibility. Compliance with donor procurement requirements and participation in budget controls.

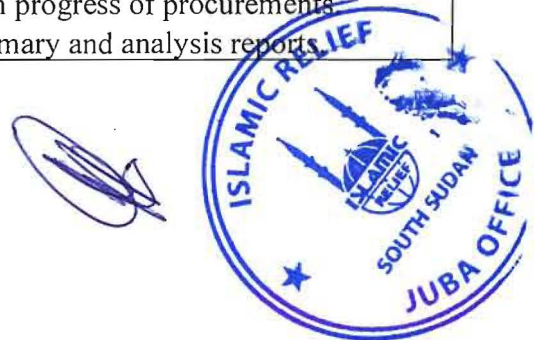
KEY ACCOUNTABILITIES:

Key Accountability 1: Management

- To line manage the IR procurement and logistics team and provide support to field teams through assessment, capacity building, coaching and mentoring.
- Maintain an overview of the procurement & logistics needs of the South Sudan programme. Takes responsibility for ensuring quality in procurement & logistics support across the South Sudan programme.
- To ensure overall coordination and management of all procurement & logistics aspects of the IRSS program & follows IRW logistic procedures as well as develop innovative country specific procedures where applicable.
- To act as the secretary of the Procurement Committee and work closely with the team to ensure timely effective procurement is undertaken.
- To produce and interpret periodic reports for both internal country level management as well as upward to Regional and HQ Level.
- Provide regular updates for the SMT on progress, plans, challenges/risks and management decisions to mitigate risks.
- Interpret & ensure compliance of procurement & Logistics policies and guidelines to the team.
- Ensures cost effectiveness across the supply chain management, including development of plans and priorities, follow up and measurement of progress.
- Manages and takes responsibility for team performance including ensuring new staff receive appropriate inductions on procurement & logistics requirements.
- As appropriate attend related forums on procurement & logistics, Logistics Cluster and keep good relations with counter parts including donors, UN, suppliers and Government on procurement & logistics management related issues.
- Ensure the implementation of actions in support of IR values and policy,
- Any other duties in the nature and scope of the position.

Key Accountability 2: Planning and Learning

- Work with project managers/coordinators to identify procurement & logistics needs and develop strategies and operational plans to meet them.
- Support managers and proactively be involved in other aspects of programme planning, such as proposal writing, budgeting.
 - Compile the programme procurement & logistics plans for each project in a comprehensive country plan for management and procurement team.
- To work with the Programmes team to develop a procurement plan for each project and follow up for its timely implementation.
- To update trackers regularly and update other functions on progress of procurements
 - Prepare country level procurement & logistics summary and analysis reports



- Undertake short periods of research or project work to document experience and build up institutional learning on procurement & logistical aspects of IR's work.
- Assisting and facilitating in any new programme set-up by providing support to the relevant field base.
- Make regular support field visits and recommendations to sub-offices to ensure logistical procedures (in line with IR policies) are being adhered to

Key Accountability 3: Supply Chain, Transport, Fleet & Assets management, and Communication

- Ensures effectiveness by team and systems across the Supply Chain to attain cost effectiveness, efficiency, accountability, and timely supply, procurement of goods and services and value for money.
- Regular reviews and refreshment of the Supplier database to ensure organisation is getting value for money and meeting internal and external policies and laws.
- Establish and maintain good contacts with suppliers, government offices, UN agencies and other NGOs with regards to logistical matters.
- Maintain oversight of transport requirements including transport planning, vehicle procurements, fleet management i.e. fuel, and repairs.
- Facilitate implementation of innovations, both driven at country and regional level, which ensures effective logistics and properties management is in place at all.
- Ensure that procurement, warehouse management and transport policies and fleet management procedures are in place and adhered to at all times across all offices.
- Monitoring the programming and installation communications systems (radio, phone, etc) as well as training on the use of and establishing communications routines and protocols for programme teams.
- Ensure proper recording and reporting on assets usage, assets disposal and management, stock items, fleet management and health and safety issues.
- Ensure and advise on proper control systems across the supply chain and support line managers in conducting any investigations where needed.
- In addition to the analysis, supervision and monitoring of supplies, stocks and assets throughout the programme.
- Furthermore, the monitoring of requisitions, local purchase, clearance, transport, warehousing (including storage and stock control systems), the issuing of supplies, etc.

Key Accountability 4: Programmes and Compliance

- Work closely with programme teams to ensure timely availability of organisational needs.
- Maintain an overview of IR policy, systems and procedures relevant procurement and logistics, and ensure that developments are communicated and implemented appropriately through regular reviews.
- Ensures minimum standards are met across the procurement and supply chain management.
- Aligns logistics systems and procedures with Organisational needs and ensures proactive linkages into other aspects of programme management, including finance.



- Communicate and work regularly with the Regional Supply chain Coordinator to keep an update of IR policies, implementation of best practices and strategy directions.
- Advise IR of any changes/development in government policies with regard to the Procurement & logistic function that can affect the implementation of IR's programmes in South Sudan.
- Capacity builds other staff members on minimum standards and ensures that donor policies & regulations are adhered to across the programme.
- Take responsibility for the achievement of minimum logistics standards in the programme. This will include ensuring appropriate practice in requisitioning, local and international procurements, purchase, clearance, transport, warehousing (including storage and stock control systems) and the issuing of supplies,
- Monitor the asset register, warehousing, ensuring that an updated asset register is submitted to finance periodically.
- In close collaboration with the Finance department, assist in the monitoring of programme expenditure, the transparency of systems and procedures in place and the compliance with order processing requirements of donor contracts.
To ensure that a proper record of expenditures, receipts, requisitions, purchase order forms, waybills, and all other documents are kept.
- Be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code and IRW International procedures.

Key Accountability 5: Capacity building

- To lead in the review and updating of all procurement & logistics profiles within the programme and support in the development of clear Performance Development Plans (PDP) and progression planning for all procurement & logistics personnel.
- To continuously assess and recommend training and skills upgrades for all procurement & logistics staff. This will also be achieved through mentoring and supervision and also through other appropriate learning forums and methods designated by the Procurement & Logistics Coordinator.
- Support field managers in maintaining required Procurement & logistics human resource capacities.

Person specification; Knowledge, qualifications, and experience

1. A degree in Procurement & Supply Chain or any other related field.
2. Minimum of 5 years' extensive experience in procurement & logistics management and coordination (strategy development, warehousing, team support, assets management, fleet management, security awareness and communications) in an international environment
3. Proven computer literacy & experience in ERP Systems.
4. Proven experience in Humanitarian or development work.
5. Experience of management/supervisory responsibilities.



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6. Well-developed interpersonal and team skills combined with the ability and desire to further develop local staff members.
7. Experience working in an environment in which the security and political situation is volatile in a role which involved security management.
8. A proven record of effective management of people, other resources and processes.
9. Flexible and able to live and work in stressful and insecure environments.
10. Good written and spoken English.

DESIRABLE

- Professional certification & membership of Supply Chain bodies like CIPS.
- Financial management ability.
- Sympathy with the aims and values of IR.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.
- Diplomacy, tact and communication and negotiation skills.
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, IRW International procedures.

How to apply:

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: IRSS.recruitment@islamic-relief.com.ss

Not later than the deadline of Wednesday 23rd April 2026 at 4pm local time.

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates and are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

