

VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Logistics Officer** be based in **Kuajok**

Position Open date: **December 15, 2025**
Closing date: **January 7, 2026**
Expect Start date: **2 February 2026**
Location: **Kuajok**
Required number: **One (1)**

About Action Against Hunger

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Zambia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

About the Country Program in South Sudan

Action Against Hunger has been operational in South Sudan since 1985, addressing both chronic and acute needs through a comprehensive multi-sectoral approach. Our programs integrate Nutrition, Food Security & Livelihoods, Water, Sanitation & Hygiene (WASH), Protection, and Gender interventions to strengthen resilience and improve community well-being. To implement these programs effectively, Action Against Hunger engages both national and international staff, with a dedicated country team of approximately 100 professionals operating across regional and satellite offices. Action Against Hunger currently operates in four regions: Warrap, Northern Bahr el Ghazal, Pibor and Jonglei states with a robust portfolio of \$15 million per year, covering emergency response, resilience-building, research, and innovation programs to drive sustainable impact. In 2024/2025, the key donors include ECHO, UNICEF, AICS, GFFO, SIDA, EHF, WFP, and other partners committed to supporting humanitarian and development efforts in the country.

I. Summary of Position

The Logistics Officer will support the field office's fleet, facility, and warehousing management needs under the supervision of the Logistics Manager. In close collaboration with the Logistics Manager and the Juba logistics team, the Logistics



Officer will assist in ensuring that all logistics operations are conducted efficiently, in a timely manner, and in accordance with ACF-USA policies, donor regulations, and field guidelines.

The Logistics Officer's role is designed with the following purpose, engagement, and delivery:

II. Purpose:

The Logistics Officer is responsible for assisting in logistics operations, including commodity management, transportation, and facility management. This role supports program delivery by ensuring smooth supply chain activities, efficient fleet usage, and warehouse management in compliance with ACF policies and industry best practices.

III. Engagement:

The Logistics Officer collaborates with field teams and transport service providers to ensure the efficient execution of logistics operations. This role requires coordination with program, finance, and technical teams to support mission objectives. Additionally, the position involves engagement with transporters, and regulatory bodies under the supervision of the Logistics Manager.

IV. Expected Deliverables:

The key deliveries of the Logistics Officer include, but are not limited to:

- **Logistics Support** – Assist in transportation, warehousing, and supply deliveries to operational sites.
- **Stock Management Assistance** – Maintain accurate stock records and follow ACF procedures for transactions.
- **Fleet Management Support** – Track vehicle maintenance, fuel consumption, and movement for resource optimization.
- **Compliance & Reporting** – Ensure adherence to ACF policies and maintain logistics documentation.
- **Facility Management Assistance** – Support office infrastructure maintenance and ensure safety standards are met.

V. Essential specific functions under each deliverables:

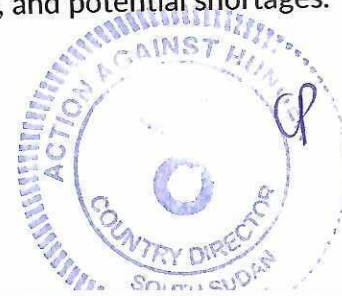
1. Logistics Support

- Assist in planning and coordinating transportation of goods to nutrition sites and/or any implementation locations.
- Manage warehouse operations, ensuring proper stock movement and security.
- Support fleet monitoring to ensure efficient vehicle utilization and timely maintenance.
- Responsible for stock prepositioning to optimize costs and ensure availability during critical periods.

2. Stock Management Assistance

- Ensure proper movement of stock per ACF warehouse guidelines.
- Maintain up-to-date records of all inventory and stock transactions.
- Ensure all stock movements are documented and validated by authorized staff.
- Ensure in conducting routine physical stock counts to verify accuracy.
- Generate inventory reports on stock levels, usage, and potential shortages.

3. Fleet Management Support



- Monitor fleet movement, fuel usage, and driver performance.
- Assist in scheduling vehicle servicing and repairs to maintain optimal performance.
- Ensure vehicles have valid registrations, insurance, and necessary permits.
- Track fuel consumption and identify cost-saving opportunities.
- Assist in implementing driver safety protocols and monitoring compliance.

4. Compliance & Reporting

- Ensure all logistics activities comply with ACF, donor, and legal requirements.
- Maintain organized documentation for procurement, warehousing, and fleet operations.
- Assist in preparing and submitting monthly logistics reports.
- Support in training staff on compliance requirements and logistics best practices.

5. Facility Management Assistance

- Support office infrastructure maintenance, ensuring safety and compliance with ACF standards.
- Assist in implementing safety protocols and cost-saving measures for facility operations.
- Ensure the availability of essential utilities and services for smooth office operations.

vi. Supervisory Responsibilities

This position has no anyone to supervise directly but technically guides the base logistics officers.

vii. Gender Equality Commitments

- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.
- Promote and uphold the PSEA policy and procedures.

viii. Fiscal Responsibility

- Optimize costs by ensuring logistics operations are economical.

ix. CONTACTS/KEY RELATIONSHIPS (internal & external):

- Liaise and maintain good relationships with the Program, Finance and HR Department among others
- Interact with suppliers, at some level local institutions and casual service providers

x. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

XI. Working Conditions, Travel and Environment

- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.
- Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

XII. Academic Qualifications and Professional Experience

- B.A Degree in Supply Chain Management and Logistics.
- 5 years' work experience, preferably working in humanitarian relief/development sector in the field, in a logistics or procurement role
- Strong working knowledge of English (spoken and written).

XIII. Required Skills & Competencies

- Strong communications and capacity building skills, with excellent verbal and written English
- Good working knowledge of Computer, particularly Word and Excel Computer skills
- Willing to work occasional evenings and weekends and to carry out field visits at short notice if required
- Good report writing skills
- Able to make decisions. Can prioritize work to meet deadlines.
- Competent with administrative tasks. Problem solving ability. Attention to detail.
- Quick learner with practical, precise approach
- Strong communications skills, with excellent verbal and written English. Fluent in local dialects and Arabic language is a requirement.
- Good working knowledge of Computer, particularly Word and Excel Computer skills.

XIV. Commitment Anti-Discrimination and PSEA

- We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

I certify that I have read and understand the responsibilities assigned to this position and expected deliverables.

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Logistics Officer**; as the title of your email, or hard copy Applications delivered to **Action Against Hunger Office in Afex, Stadium Road, Off Cemetery Road, Plot Number 30, Block 15, River Nile Bank, South Sudan**



The deadline for applications is January 7, 2026 at 5:00pm. We do appreciate your interest to work with us; However, only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

Apply"

Prepared by Head of Operation: Signature Date	Reviewed by head of HR: Signature Date 15/12/2025	Approved by Country Director Signature Date 15/12/25
---	---	--

