

HEALTHNET TPO

JOB ADVERTISEMENT

JOB TITLE: Logistics Assistant. (Consultancy)

NUMBER OF POSITIONS: 10 (1 per county)

LOCATION: Ezo, Ibba, Maridi, Mundri East, Mundri West, Mvolo, Nagero, Nzara, Yambio, and Tambura.

START DATE: As soon as possible.

Background

HealthNet TPO is an international non-profit organisation that supports people living in areas disrupted by war, disaster, and poverty. Our mission is to strengthen communities, help them regain control, and maintain their own health and well-being. At the same time, we contribute to strengthening the national health care systems to ensure health needs are met. Our interventions engage local people as we are convinced that even the most vulnerable people have the inner strength to (re)build a better future for themselves. HealthNet TPO, established in 1992 with headquarters in the Netherlands, has been present in South Sudan since 1996.

Your role

Under the direct supervision of the County Distribution Coordinator, the job holder is based in any of the counties listed above and is responsible for the logistic management of mosquito nets to the last household, as well as the reverse logistics of the remaining nets in the County of assignment.

Reporting lines

Reports to: County Distribution Coordinator
Supervises: Non
Coordinates with: Payam distribution supervisors.

Responsibilities

Supply/Stock management.



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IBAN: NL47RABO0123585163
Donations: NL64RABO0104080000

- Receives and dispatches mosquito nets, verifying deliveries and dispatches for both quantities and qualities.
- Appropriately tags and stores project supplies received until the dispatch date.
- Coordinating maintenance of net storage facilities, ensuring they are safe, clean, and organised.
- Heeding notes about appropriate procedures for handling net stock.
- Managing and tracking all Purchase Requisitions and purchase orders issued.

Asset Management and Logistics.

- Management of all project Assets and equipment to ensure prudent and economical use.
- Maintain an updated project assets register and equipment, and compile inventory reports.
- Ensures that all asset is affixed with tag numbers and donor-specific branding stickers.
- Verify warranty and guarantee conditions to ensure that assets that do not serve the stipulated period and use are returned to their respective suppliers, and claims are submitted as appropriate.
- Coordinate travel bookings for ground transport and air transport for goods, nets, staff, and guests.
- Coordinate booking/ confirmation for staff/ guest accommodation.

Transport/ Fleet Management.

- Coordinate preparation of monthly travel plans and supervise/control movements
- Monitor and analyse fuel consumption, prepare monthly movement plans and fleet reports.
- Manage Vehicle rental contracts, drivers, and guards to proper fleet and security management

Contract Management.

- Follow up with service providers and suppliers to submit invoices as per delivery notes and or services provided, and process (attaching all documents) received invoices for payment.
- Ensure all invoices received are recorded in the invoice book tracker before submission to finance.
- Any other duty assigned.

Skills, knowledge, and expertise

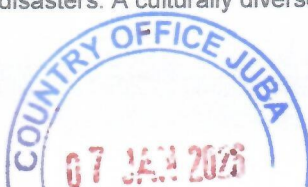
- A university diploma in procurement and Logistics/supply chain management or any related field
- At least 3 Years' experience in a similar role, preferably in an NGO environment
- Good Command of English and ability to speak the local language are added advantages.
- Excellent computer skills in Word, Excel, DHIS, and PowerPoint, among others.
- A good understanding and experience of working with CHD Officials and State Ministry Officials

Competencies

- Flexible and organized in a challenging environment, with previous experience working in locations with basic and limited resources.
- Team player, able to listen and motivate, excellent planning and supervisory skills.
- Proven training, coaching, mentoring, and health education skills and ability to pass knowledge.
- Excellent organizational development skills with attention to detail
- Able to work in a culturally diverse environment with remote teams, under minimal supervision.
- Able to work under pressure, occasional flexibility in terms of working off hours.
- Ability to work with teams remotely and with high sensitivity to cultural and social diversity.
- Always upholds the prevention of sexual exploitation and abuse policy.

Additional job specifications

We offer an opportunity to use your expertise and contribute to our mission to improve the health and well-being of people affected by disasters. A culturally diverse working environment, A full-time position (40 hours per week).



How to apply

Please send your application, including ONLY a cover letter and CV, to recruitment@ss.hntpo.org by **29th January 2026**. When applying, include the following title in the email subject line: Logistics Assistant and indicate the County of your choice from the above list of Counties. Hard-copy applications can be delivered to the attention of HealthNet TPO at the SADECO Business Centre in Juba, off the UNMISS junction along the airport road.

Please note that:

- Your application (CV and cover letter altogether) should not exceed five pages.
- Due to the volume of applications, only shortlisted candidates will be contacted.
- Also note that the position may be filled before the deadline.
- HealthNet TPO is an equal opportunity employer and does not charge any fees during and/or after the recruitment process.

Qualified female candidates are strongly encouraged to apply.

For more information, please visit our website www.healthnettpo.org

