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16/4/2026



JOB OPPORTUNITIES

Job Code: 025
Job Title: Logistics Officer
Location: Juba
Contract Type: Regular Contract (dependent on funding)
Reporting To: Logistics Manager
Number of Positions: 1
Application deadline: May 6, 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 Logistics Officer supports the Logistics Manager in ensuring efficient, timely, and compliant logistics operations. The role provides hands-on support in procurement, fleet coordination, warehouse and inventory management, asset tracking, and operational logistics to ensure uninterrupted program implementation.

Key Functional Focus Areas

- Procurement and supply chain support
- Fleet and transport coordination
- Warehouse and inventory management
- Asset and equipment tracking
- Operational and administrative logistics support
- Compliance with organizational and donor requirements

KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS

Procurement & Supply Chain Support

- Support execution of procurement plans in line with organizational policies.
- Prepare RFQs, bid analyses, purchase orders, and procurement documentation.
- Liaise with suppliers on quotations, delivery schedules, and follow-up.
- Track procurement status and maintain procurement and vendor records.

Fleet & Transport Coordination

- Coordinate daily vehicle assignments, movement plans, and driver schedules.
- Monitor fuel consumption, mileage logs, and vehicle maintenance needs.
- Ensure compliance with transport safety rules and trip procedures.

Warehouse & Inventory Management

- Support proper storage, labeling, and tracking of stock.
- Maintain stock cards, bin cards, and inventory databases.
- Assist with periodic stock counts and reporting discrepancies.
- Ensure cleanliness, security, and safety of warehouse facilities.

Asset & Equipment Management

- Update and maintain the asset register and track equipment issued to staff.
- Support asset tagging, verification, and disposal processes.

Administrative, Compliance & Safety Support

- Prepare logistics documentation including delivery notes and goods received notes.
- Support office operations, facilities maintenance, and utilities management.
- Coordinate with Finance on procurement payments and documentation.
- Support implementation of safety procedures and report incidents or hazards promptly.

EDUCATION AND EXPERIENCE REQUIREMENTS

Required Qualifications

- Diploma or bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- Minimum of two (2) to four (4) years of experience in logistics, procurement, or supply chain operations.
- Experience with fleet coordination, warehousing, or logistics systems is an advantage.

SKILLS AND COMPETENCIES

- Strong organizational and coordination skills.
- Knowledge of logistics, procurement, and supply chain processes.
- Basic understanding of fleet and warehouse management.
- Strong communication and negotiation skills.
- Computer literacy in Microsoft Office and logistics tools.
- Ability to work under pressure with integrity and attention to detail.



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, In the subject line, write the following: [Job Code_Job Title_Post Location_First & Last Name]. Example: [025_Logistics Officer_Juba_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, May 6, 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.

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

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