



Médecins sans Frontières - France
Republic of South Sudan, Juba

Hai Cinema 2nd class residential area,
Plot 73, Block AXII
Web: www.msf.org
e-Mail: msff-juba-recruitment@paris.msf.org

Juba, 20th May 2026

MSF-FRANCE JOB ADVERTISEMENT

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Juba Coordination.

To promote diversity and inclusion, we encourage female candidates to apply for this position. Our organization is committed to gender balance and equal opportunities

POSITION: SUPPLY ACTIVITY OFFICER

Position LOCATION: JUBA / AKOBO

Occupation: 100 %

MAIN ROLES AND RESPONSIBILITIES

Performing the day implementation of supply procedures and ensuring efficient administrative processes for one of more areas of the supply programmes (Order processing, transport and customs, procurement, etc) at the project level according to MSF protocols standards and procedures in order to ensure the optimal running of the mission.

- Performing on a day-to-day activity ensuring an efficient running of the administration processes of the supply activities following the supply procedures according to MSF standards and protocols. The activities can include one or more of the following areas:
 - Order processing: performing the day-to-day order processing activities in a particular supply office at project level
 - Purchasing : performing the day to day purchasing activities in in a particular supply office at project level
 - Transport and customs: performing the day-to-day procedures and administrative processes for the clearance and transportation of goods in a particular supply office at project level ensuring and cost-effective shipment of goods
 - Performing and coordinating administrative procedures related to hid/her supply activities, verifying compliance to MSF procedures, standards and protocols.
 - Ensuring that all necessary tool and management procedures are followed to avoid stock ruptures, losses and excess stocks in the project
 - Assisting in reception control process with the storekeeper
 - Performing delegated tasks according to his/her activity and as specified in his/her job.
 - performing delegated tasks according to his/her activity (ies) and as specified in his job description



- Serve as focal person for Akobo team to inform and update them about incoming cargo.
- Arrange necessary daily labors for the warehouse.
- Prepare purchase documents using the tools available including order follow-up tool or Unifield and completing administrative procedures including seeking validation of documents, archiving and advance closures
- Monitoring inventory levels closely, particularly for recurring and critical items and coordinate replenishment to avoid supply chain disruptions.
- Upon request and with validation for the local purchase, collect quotations for purchase items.
- In collaboration with logistic manager conduct regular inventories ensuring a report is completed and discrepancies accounted for
- In collaboration with logistic manager prepare stock replenishment requests for all stockable logistics items for the project.
- Ensure supply processes are followed including documentation of all stocks movements, request of items and delivery of orders.
- Ensure proper orders follow-up with requesters and coordination supply team.
- Prepare and archive all in and outbound shipping documents

REQUIREMENTS

Education	Essential, secondary education; commerce related studies desirable
Experience	At least 2 years' experience in supply chain related jobs, Familiar with UNIFIELD
Languages	English and Arabic essential

Competencies

- Results and Quality Orientation L1
- Teamwork and Cooperation L1
- Behavioural Flexibility L1
- Commitment to MSF Principles L1
- Service Orientation L1
- Stress Management L2



HOW TO APPLY

Applications to be submitted with recent resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese Nationality ID and contact details (phone/email) **by email** as a single document to:

msff-juba-recruitment@paris.msf.org or through the **QR Code** or **link** below:

<https://forms.gle/FbEEX6rQYvcrSvXc9n>



Please clearly state the name of the position you are applying for in the subject line of the email

Please note:

- MSF does not accept any form of money, gift, or favor as part of its recruitment processes – if you are requested for any form of favor, please contact the HR Department on the email address above
- MSF will verify all applicant documents as part of the MSF recruitment process, and any proven fake documentation submitted will mean the applicant is removed from the recruitment process.
- The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. MSF does not sell your personal data under any circumstances. If you have any questions, requests or concerns, you can contact us on the email address above.

The closing date is 2nd June 2026

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written test and interviews. Respective schedules for the shortlisted candidates will be posted on the gate outside the office.

