



## JOB VACANCY - INTERNAL & EXTERNAL

**Job Title:** Logistics Officer  
(1)

**Department:** Procurement & Logistics

**Reporting to:** Procurement & Logistics Manager

**Base Location:** Yei

**Duration:** 12 months with possibility of extension

### Organizational Background

**Facilitating Action for Community Empowerment (FACE)** is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

**Mission:** FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

**Vision:** Resilient and sustainable communities.



## **Project Overview.**

**FACE** with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan’s fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

## **Key Responsibilities**

### **1- Logistics Support**

- Assist in planning and coordinating the transportation of supplies to the 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 prevent costs and ensure availability during critical periods

### **2-Procurement Support.**

- Manage procurement of good and services in line with FACE procedures including obtaining quotation, issuing receipts and settling cash advances with finance.
- Maintain effective relationship with local suppliers and service providers
- Conduct regular market surveys to determine fair pricing and identify potential suppliers and provide recommendation to the office.
- Prepare purchase request forms (PRF’s) for all procurement needs, ensuring validation by the requesting department and approval by program/Executive Director before submission to finance.
- Follow up on purchase from field locations to ensure timely procurement and delivery of items.

### **3-Stock Management.**



- Ensure proper movement of stock per FACE warehouse guideline
- Maintain up to date records of all inventories and stock transactions
- Ensure all stock movement are documented and validated by authorized staff
- Ensure in conducting routine physical stock counts to verify accuracy.

#### **4-Fleet Management**

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

#### **5-Facility Management**

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

#### **6-Compliance and Reporting**

- Ensure all logistics activities comply with FACE, 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 in compliance with requirements and logistics best practices.
- Interact with suppliers, at level some local institution and casual service providers.
- Liaise and maintain good relationship with the program, finance, and HR Department among others.
- Any other activity will be assigned to you anytime



### **Minimum Qualifications/Experience**

- Diploma in Procurement and Logistics, degree in Procurement and Logistics is preferred.
- Knowledge of Driving and valid driving licence is an added advantage.
- 2-3 years of work experience in Procurement and Logistics with recognized NNGO or INGO.
- Additional in trainings in Logistics is an added advantage

### **Desirable skills and Knowledge.**

- Computer literate in understanding all the computer packages; Microsoft (Word, Excel, Power Point and other relevant software of Logistics.
- Strong communications and interpersonal skills
- Ability to work with diverse cultures and in remote and stressful environment.
- Fluent in English and Arabic language.
- Understanding of the humanitarian principles
- Ability to with minimum supervision and taking accountability.
- Strong analytical skills and good problem solving.

### **Policy Compliance.**

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be report through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.



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## How to apply

Interested and qualified candidates must submit their applications by email to [jobs@facesouthsudan.org](mailto:jobs@facesouthsudan.org) or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19<sup>th</sup> Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

**Note:** Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

**DO NOT** attach your original academic documents.

### Other information

**Note** due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

**This position is open for South Sudanese Nationals ONLY**  
***"Female candidates are highly encouraged to apply"***  
**Only short-listed candidates will be contacted for interviews.**



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