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Approved by
MOI
23/19/7025
12/11/25
23 SEP 2025
MINISTRY OF LAE JUBA
REPUBLIC OF SOUTH SUDAN

Plot No. 07, Block BX, Jerusalem Apartments North of MTN Centre & East of Twin Towers

Supermarket & Apartments, Juba, South Sudan

Job Title	Operations Manager
Program	South Sudan Program
Duty Station	Juba
Expected Start Date	November 2025
Reporting to	Country Director
Candidature	Open to South Sudanese nationals only (female candidates are encouraged to apply)
Application Closing Date	12 th October 2025

Organizational Background

Vétérinaires Sans Frontières Suisse (VSF Suisse) is an International NGO working in South Sudan since 1995, with geographical focus in Greater Upper Nile region, Northern Bahr el Ghazal and Central Equatoria States (Juba County). VSF-Suisse focuses on preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture and related issues play, or could play an important role in improving peoples' livelihoods, food and nutrition security and resilience. VSF-Suisse endeavours to provide communities with holistic management approaches to Conflict Mitigation, Livestock and Agriculture issues including: healthcare, One Health, production management, animal welfare, natural resource management marketing support, veterinary public health and, value chain in Agriculture and livestock production as well as non-farm income generation for women and youth groups in Agro-pastoral environment; and child protection programming. VSF-Suisse promotes innovative service delivery approaches including: capacity building of livestock keepers and farmers through pastoral/farmer field schools; integrated crop and livestock production technologies as sustainable means of increasing productivity and community-based animal health system through training of animal health service providers, support to cold chain system and establishment of private veterinary pharmacies model for sustainable animal health services delivery. VSF Suisse mainstreams and integrates cross-cutting issues such as environment, protection, gender and HIV / AIDs in its program strategies. VSF Suisse integrates and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming. VSF-Suisse is hiring an Operations Manager who will support the South Sudan Program in procurement, logistical, security and operational aspects of various projects.

Key Responsibilities

The position requires a dynamic, articulate individual with the ability to undertake multiple tasks in a busy organizational and partners organization setting. Under the direct supervision of the Country Director and Country Program Manager, and in collaboration with other team members, the position holder shall undertake the following duties:

Procurement, Logistics and Operations

- Plan in liaison with the Country Director (CD), the Country Program Manager (CPM), Operations



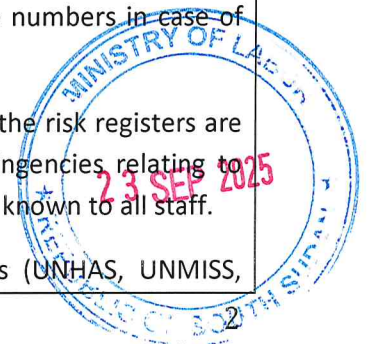
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Officer and other team members, to advertise the prequalification of suppliers for various goods, works and services and, maintains a clear data base and catalogue for purposes of tendering/ procurement of goods, works and services.

- Liaise with the Office Juba management and program team, prepare detailed monthly procurement plans as per the needs of the various ongoing projects and according to available budgets.
- Initiate procurement processes for approved procurement plans for goods, works and services following the laid down procurement procedures and ensuring donor compliance.
- Ensure accurate and proper documentation and archiving/ filing of all procurement documents, and generate periodic procurement reports.
- Ensure all supplies from vendors are received, verified and signed for independently by operations officer and/or program team member and inventoried in accordance with the approved LPOs standard specifications and Goods Received Note prepared and signed.
- Maintain a clear stock and asset management system and conduct monthly stock inventory and provide timely, updated and accurate monthly procurement, stock and asset list report to the management.
- Ensure systematic tagging of VSF Suisse assets to ensure clear identification and inventory.
- Arrange for orderly and transparent disposal of disused organization assets according to the set standards and agreements with the donors, and subject to approval by the Country Director.
- Conduct quarterly price surveys of essential goods, consumables and utilities and maintain a data base to inform periodic project budgeting process.
- Ensure timely maintenance of all serviceable equipment and assets at the Juba and field locations.
- Organize safe and orderly packaging and dispatch of all equipment, materials, drugs and vaccines as requested by project managers (or their designated officers) and ensure all copies of signed Waybills and Parking Lists are returned to Juba and filed.
- Support the drafting and or regular updating of templates for contracting vendors of various categories of goods, works and services.

Security Management

- Monitor the security situation at Juba and field locations through daily contacts with field teams and brief/advice the Country Director and management on specific contingency measures to guarantee safety and security of staff and assets, both at the Juba and field locations as relevant security procedures.
- Liaise on security issues with relevant local security departments, UN and NGO Forum and field security focal points for emergency responses, including display of hotline numbers in case of security emergencies at Juba and field locations.
- Ensure VSF Suisse Security Contingency Plans specific to each location and the risk registers are regularly updated for various field locations and necessary security contingencies relating to communication, hibernation, relocation and/ or evacuation are in place and known to all staff.
- Liaise with the relevant support services, bodies and mandated entities (UNHAS, UNMISS,



UNDSS, contracted insurance) and initiate and follow through any medical or security related evacuation of all program staff affected in any field locations of deployment.

- Attend regularly Security Working Group meetings of the NGO Forum to keep abreast of the unfolding security issues in the country and update program staff accordingly on appropriate measures to take.
- Conduct mandatory security briefings to all staff (old and new), consultants and Donors visiting field locations based on latest trends and information from different sources including field reports.
- Ensure guards adhere to an orderly and controlled access to office compound (s) and offices by ensuring all visitors register in the visitor's book, issued with visitor's card, screened, vetted and visited staff notified for approval before entry is allowed.

Staff and Cargo Movement

- Ensure cost effective and responsible utilization of the Juba vehicles by overseeing the planning of staff movements in Juba and ensuring all travel requests are authorized and mileage log sheet signed by the Driver.
- Coordinate and manage the use of outsourced transport services (taxis/ trucks/charters) in liaison with the management, ensuring that all the necessary contracts, requests, approvals, clearances and log sheets are in place.
- Follow up with field teams and ensure field mileage log sheets for vehicles and motorbikes are in place and reported on a monthly basis by the responsible designated staff.
- Ensure periodic maintenance and repairs of all program mobiles and maintain records of all service records, insurance renewals and incident records.
- Support Program and Operations Officer (s) to maintain clear and updated records of all staff and consultants' movements using staff movement matrix, including displaying on the notice board specific locations of presence of all staff at all times.
- Organize all staff travel and cargo bookings through UNHAS/ commercial airlines in a timely and coordinated manner in consultation with the CD, CPM and respective field Project Managers/ State Focal Points, ensuring the necessary travel requests and other approval and supporting papers are done per procedure and are in place.
- Support administration in ensuring expatriate staff and consultants have valid alien registration, visas and or work permits as may be applicable and maintain clear records of validity/expiry dates.
- Organize accommodation for field staff/ consultants visiting Juba or field and ensure they have complete/ field camping kits prior to their travel through a check lists.
- Make projections for the booking and delivery of field program supplies in liaison and coordination with the CPM and field Project Managers through UNHAS and or other Flights and ensure all the necessary approvals and security clearances are in place.
- Liaise regularly with the Finance Department to ensure WFP UNHAS account is up to date to enable bookings and staff travel.
- Ensure all delivery notes, goods received notes, parking lists and way bills for all supply



deliveries to Juba and field locations are duly signed and copies systematically filed at Juba and field.

Juba and Field Office Management

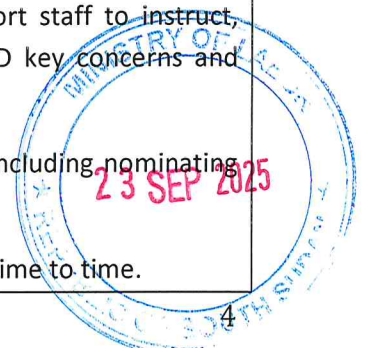
- Assess needs; develop plans and support the set-up of field office bases as the projects and programs expand as may be appropriate in liaison and coordination with CD and the CPM.
- Assess the conditions of existing field bases, available facilities and prepare proposals to upgrade or downsize as the case that may be with the changes in projects and program portfolio.
- Supervise through field project managers the maintenance of field base offices including maintaining an up-to-date monthly inventory of assets and equipment at the bases.
- Organize and oversee the closure of bases at the end of projects as the need may arise.
- Ensure office supplies; including water and other utilities for the office and guest houses are in place, oversee the orderly arrangement, cleaning and maintenance of the office premises through the designated support staff.
- Assess security threats, risks and concerns on a regular basis and recommend necessary upgrade and mitigating measures to the CD and country security focal point for consideration.

Information Technology

- Ensure there is reliable internet connection in the field offices and Juba and field staff regularly backup their computer data in mass storage devices in secure locations.
- Coordinate provision of IT support services, ensuring faults; repair and maintenance services are properly documented and serviced.
- Ensure regular cleaning and maintenance of electrical, generators and solar systems and monitor and update on the status of field IT equipment and power systems through designated support staff.
- Monitor and coordinate with IT service providers on the necessary upgrades in line with developing and emerging technology and or repair and servicing of staff computers/ electronic gadgets.

Human Resources/Admin Support

- In liaison with HR/Administration support annual staff appraisals procedures, job evaluations and grading exercises as may be requested for the subordinate staff.
- Maintain track record of all staff movements for between Juba and field and home leaves as per approved booking records and report on monthly basis to the management through the Operations Officer.
- Support HR/Administration to organize regular meetings with Juba support staff to instruct, guide and supervise them on their functions and communicate to the CD key concerns and issues requiring management decisions.
- Conduct orientation of new staff on operational and security procedures including nominating new staff for UN/NGO forum security trainings.
- Attend to other pressing program related matters as may be assigned from time to time.



- **Core Competencies and Qualifications Required**

Essential

- Minimum of Degree qualification in Business Administration, Logistics/ Procurement and Supply Chain Management, Economics and or other relevant Social Sciences.
- At least 5 years of progressive experience in NGO work in South Sudan at the mid to senior management levels is a MUST.
- Ability to establish priorities, plan, coordinate and effectively execute functions under pressure with minimal supervision and, meet tight deadlines
- Good communication (spoken and written) skills, ability to prepare and present information and prepare written documents/communications in a clear, concise style; ability to articulate options and defend recommendations.
- Good computer skills, proficiency in various computer software packages including word processing, spreadsheet and internet applications; familiarity with database management desirable.
- Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent organizational, managerial and report writing skills.
- Willingness and commitment to strictly adherence to organizational rules, regulations, guidelines and code of conduct
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Desirable

- NGO Program Management experience in similar position will be highly desirable
- Command of Arabic language shall be an added advantage
- Conversant with UN / USAID / FCDO/SDC procurement standards and procedures
- Must be a team player with positive attitude towards learning and supervision
- Excellent interpersonal relationships and communication abilities
- Man or woman of integrity -honesty and good moral standing
- Ability to travel on short notice, manage tight deadlines and cope with life in remote, harsh and risky environments
- **Application Procedure**



Interested candidates should submit applications to the below email address;

Office.Juba@vsf-suisse.org or hand delivery to VSF Suisse office in Hai Jerusalem, Juba and submit the following application documents:

- Application Letter (not more than one page)
- Detailed CV indicating e-mail and telephone contacts and at least three referees (max 3 pages)
- Motivation Letter (one page) detailing previous experience and relevance to position
- Scanned copy of National ID/ Passport
- Scanned copies of Academic Certificates, Testimonials and Recommendation Letters

Safeguarding

VSF-Suisse is committed to creating a safe and supportive environment for all individuals involved in our programs, particularly vulnerable populations. We implement robust safeguarding policies and practices to prevent harm, exploitation, and abuse, and we take immediate action when these standards are not met.

Accountability in VSF-Suisse

In addition to our safeguarding policy, VSF-Suisse is committed to being an equal opportunities employer and has a set of integrity policies. Candidates who are offered a job with VSF-Suisse will be expected to adhere to the following key areas of accountability:

Commit to maintaining full transparency in all our operations, communications, and decision-making processes, ensuring that stakeholders have access to accurate and timely information about our activities, financial management, and outcomes.

Prioritize the voices and needs of our stakeholders, including beneficiaries, partners, donors, and employees. Seek and respond to their feedback, concerns, and suggestions, and integrate them into planning and implementation processes.

Uphold the highest standards of ethical behavior in all our dealings, ensuring that all our activities are conducted with honesty, fairness, and respect. Hold ourselves accountable for acting in the best interests of the communities we serve and for adhering to our organizational values.

Commitment to Results and Impact: We are dedicated to achieving measurable and meaningful outcomes through our work. Hold ourselves accountable for the effective use of resources and the delivery of high-quality programs that create sustainable impact in the communities we serve.



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