



South Sudan
JOB VACANCY
External/Internal

Position Title: Supply Chain Officer (1 position)

Duration: 5 months with possible extension depending on availability of funding

Location: Maban

Reports to: Area Manager

Supervises: None

Contract Type: Fixed term contact

Vacancy Number: RI-SSD-HR-2026.03-JB003

About RI:

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing. People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future. Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need. Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team.

Position Summary:

Under supervision of the Area Manager, the Supply Chain & Operations Officer is responsible for all logistics support activities required for WASH activities at Maban/Renk field office.

The holder of the position shall ensure RI procedures are followed to guarantee timely implementation of those activities. This includes Planning, Procurement, Asset management, Fleet management, Warehouse & inventory management, Transport and Distribution. This specific role also requires highly motivated

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person with excellent working knowledge of supply chain & logistics aspects in resolving operational critical challenges as they arise in an emergency setup

Key Responsibilities

Procurement

- Act as a member of the SCO Team and provide support to the procurement coordinator /SCO Manager to ensure the delivery and implementation of all procurement support systems according to RI policies and procedures.
- Provide input to RI staff procurement planning and the provide advice on the completion of the procurement request form.
- Responsible for the timely completion of procurements which are directly related to needs of activities in country.
- Process the procurement requests in accordance with RI policies and procedures, in a transparent, accountable, efficient and cost-effective manner. Assist with ensuring that all procurements are managed, tracked and recorded.
- Act as the point of contact for RI to suppliers, vendors and service providers. Liaise with programs to ensure appropriate quality, quantity and pricing of purchased goods.
- Ensure detailed completion and filing of all procurement documentation including but not limited to PR, RFQ, CBA, PO, etc.
- Assist with maintaining accurate filing systems, with documented and supported records of actions for audit purposes. Ensure procurement paperwork is complete and that all approvals have been obtained before purchases are made.
- Support in the accurate and timely updating of procurement tracking database. Support in the updating of the supplier database.
- Responsible for the specification, procurement, receipt, storage, transportation and accountability of all RI equipment and/or property.
- Assist with local market surveys; gain knowledge and understanding of the availability of WASH supplies and services and price of local items.

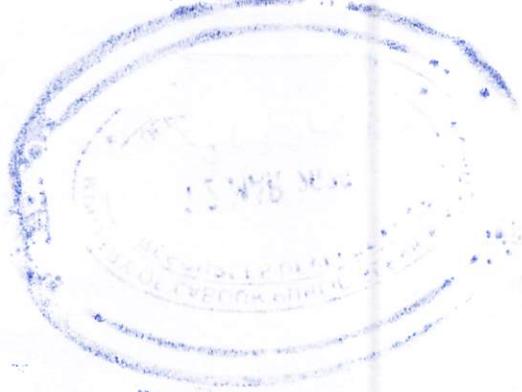
Assets Management

- In liaison with Supply Chain & Operations Coordinator in Juba leads in gathering all information related to procured assets for asset register update.
- Ensures all assets are always appropriately tagged in line with RI's Asset management policy.
- Ensures assets inventory control/check is done periodically through physical count as per RI policy.
- Ensures that all assets are correctly covered by insurance insured and follows the correct channel to manage losses, defects and damages.
- Maintains accurate record of all assets through proper filing system
- Plans and ensures monthly and quarterly physical verification of assets is done timely in accordance with RI policy;

Fleet Management

- Leads & supervises the day-to-day activities of the drivers.
- Ensure that monthly work orders are raised timely in accordance with program's needs.
- Under the supervision of Area Manager and together with drivers, ensure that movements are well planned, movement recorded accurately in the fleet movement log book.
- Follows to ensure a well-functioning fleet system
- Together with Area Manager ensures that fuel consumption for generators is well monitored and recorded.





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- Ensure that accurate fleet reports

Reporting

- Ensures timely and accurate monthly reporting in compliance to all RI/donor regulations & policies.

Compliance

- Ensure compliance with RI policies and procedures, donor regulations and local laws.
- Ensure that the procurement and disposal of commodities, especially those subject to US Export Compliance regulations, are in line with applicable licenses and are properly documented.
- Immediately report on any concerns regarding the authenticity of procurement documentation, conflict of interest situations or fraudulent activities.

Qualification and Minimum Requirements:

Applicants should;

- Degree in Procurement/Supply Chain Management/Logistics or related field.
- At least 3 years of general logistics experience and at least 2 years of experience in logistics in humanitarian organizations.
- High computer literacy level with expected proficiency in MS Word, Excel, PowerPoint, PDF and Internet.
- Ability to work independently, take personal initiative, and multi-task including strong facilitation skills in an ever-changing dynamic operational environment
- Excellent written and spoken English language skills.
- Ability to coach others and work in a team environment with experience in conducting training.
- Excellent interpersonal skills, cultural awareness and ability to work effectively in an operational environment.

GENERAL CONDITIONS:

- Applicant must not be a person with bad records or have been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child Abuse cases.

We would like to share Relief International's values with you:

- We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

- Aspiring, potential, and interested applicants should submit copies of non-returnable motivational letter, national ID, CV and copies of academic documents through RI-SSD-HR-2026.03-JB003 Supply chain officer. All above mentioned documents should be non-returnable.
- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis) and only shortlisted applicants will be contacted within two weeks of closing date.
- Deadline: 26th March 2026-4:30 pm SSD local time



