



## South Sudan JOB VACANCY

**Position Title:** Supply Chain & Operation Assistant (1 position)

**Location:** Renk

**Reports to:** Area Manager

**Supervises:** None

**Contract Type:** Fixed term contact

**Vacancy Number:** RI-SSD-HR-2026.03-JB004

### 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.

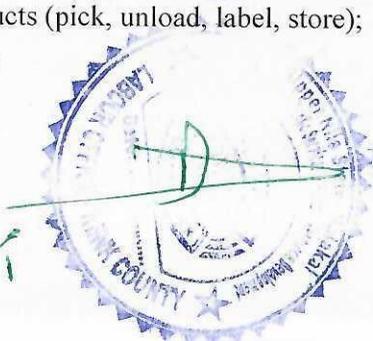
### Position Summary:

The Warehouse Assistant is part of the operations team and participates in the warehouse operations and activities. Then key responsibilities will include storing materials, picking, packing, dispatching to field offices, and scanning documents. The goal is to increase efficiency, profitability and customer satisfaction.

### Key Responsibilities

- Prepares and completes orders for delivery or pickup according to schedule (load, pack, wrap, label, ship);
- Receives and processes warehouse stock products (pick, unload, label, store);

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- Perform inventory controls and keep quality standards high for audits;
- Keep a clean and safe working environment and optimise space utilisation;
- Complete diary logs into inventory and updating bin/stock cards;
- Participating in adhoc/spot check stock count and report any discrepancies;
- Operate and maintain preventively warehouse assets including equipment;
- Follow quality service standards and comply with procedures, rules and regulations in receiving any stocks;
- Support in meeting Warehouse minimum standards;
- Maintaining warehouse documents/file and documentation;
- Provide consistent and constructive support to other departments to ensure compliance with policies and procedures;
- identifying and reporting any Warehouse red flags to line manager;

#### **Reporting:**

- Weekly warehouse inventory report to stakeholders, done manually after following up with pending deliveries for goods and services every Friday of the week;

#### **Accountability: -**

- Responsible to ensure that all activities are conducted in accordance with RI policies and procedures, donor regulations and local laws;
- Responsible to ensure that all allegations of breaches of the Code of Conduct by staff reporting is made in accordance with incident reporting policy;

#### **Systems Compliance and Improvement: -**

- RI South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures;
- Any new procedures and guidelines designated in circulars from the SCO Manager or Country Director;

#### **Qualification and Minimum Requirements:**

Applicants should;

- A diploma or Degree in supply chain management – (Warehouse Management as a bias);
- High computer literacy level with expected proficiency in MS Word, Excel, PowerPoint, PDF and Internet;
- Familiarity with modern warehousing practices and methods
- Good organisational and time management skills
- 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;

#### **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-JB004 SCO Assistant Or

All above mentioned documents in a sealed envelope to Relief International office in Juba Na-Bari Plot 347, Block 2-K or field offices Longechuk/Mathiang, Maiwut, Jikmir, Maban, Renk, Melut.

- . 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: 20<sup>th</sup> March 2026-4:30 pm SSD local time

