

50-113
FEB 2016

CONCERN
worldwide

VACANCY ANNOUNCEMENT

VACANCY: LOGISTICS SUPPORT OFFICER
LOCATION: NYAMLEL, NBeG STATE
NUMBER OF POSTS: 1



Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health and Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan, Unity, NBeG, and Central Equatoria States respectively.

Concern South Sudan is seeking to recruit a suitable candidate to fill the position of **Logistics Support Officer** to be based in **Nyamlel, NBeG State**.

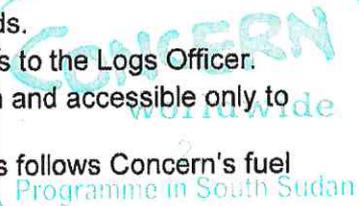
Job Purpose:

The job holder is responsible for coordinating the day-to-day transport functions for the country office, manages warehouse ensuring that goods are received and dispatched as per Concern procedures.

Main Responsibilities

- Support the Logistics Officer for asset management in the Nyamlel field office by updating the assets register database, regularly verifying assets and updating the asset custodian list.
- Maintain asset registry and ensure all assets are tagged.
- Responsible for providing monthly asset and inventory reports to the Logs Officer.
- Report any damage or loss to assets to the Logs Officer promptly.
- Maintain Monthly Donation In-Kind Reports and share with the Logs Officer.
- Support the storekeeper for stock counts.
- Upload asset and inventory files/reports to SharePoint
- Efficiently coordinate daily transport and ensure vehicles are assigned for approved trip requests only.
- Plan and coordinate daily/weekly transport needs and driver/motorbike allocations.
- Update the vehicles' movement board and ensure drivers are informed of their respective movement plans.
- Supervise Drivers and the Mechanic, including performance management.
- Ensure vehicles are serviced promptly and maintain service tracking reports for each vehicle.
- Ensure all drivers are trained and use the Concern Worldwide Fleet Management Software – DiRTTrack efficiently.
- Ensure all vehicles have the necessary first aid kits, tools and equipment per Concern Worldwide policies. Maintain regular and random checks for vehicles and motorbikes.

- Coordinate with the Mechanic for service and spare part needs.
- Submit monthly reports on spare parts usage and stock status to the Logs Officer.
- Ensure vehicle and motorbike keys are kept in a safe location and accessible only to authorized staff.
- Ensure fuel distribution to vehicles/motorbikes and generators follows Concern's fuel management policies.
- Provide monthly fuel consumption reports to the Logs Officer.



Emergency Response

Concern is committed to responding to emergencies efficiently and effectively to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization

Qualifications and Competencies Required

- University Diploma or degree in logistics and supply chain or another related field
- Minimum 4 years of experience in logistics or other related jobs, out of which 2 years should be in NGO/UN setting
- Good skills in MS Excel and MS Word, with practical skills in data processing.
- Previous experience working in a busy logistics environment
- Knowledgeable in logistics processes
- Ability to work in field settings for extended periods.
- Good communication and interpersonal skills with solid spoken and written English.

CRM Accountability: In line with Concern's commitments under the Core Humanitarian Standard (CHS): actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E); work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed; work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

Safeguarding Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, Anti-Fraud policy, conflict of interest and whistle blowing policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the

safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of education certificates in a sealed envelope addressed to:
 - HR Department at Nyamlel field office (applicants in Aweil West)
 - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)
 - Or send via email to vacancies.juba@concern.net (**advert is open from Tuesday 3rd March 2026 to Friday 20th March 2026**)
2. The position is a local recruitment and strictly open to South Sudanese nationals.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Do complete the summary profile and criminal background check forms when submitting your application.

Note: Longlisting will be done on rolling basis, therefore it is advisable to submit your application as soon as possible to avoid the position being filled before the official deadline.

**CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.**



Juba
FEB 2026
Approved by director
of Labour office
NRCS - Aweil