

\\\\\\\\ v11 June 2026



Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Supply Chain Assistant-Where house (1 post)

Location: Abyei Field Office

Reports to: Supply Chain Officer

Contract Period 6 months with possibility of extension depending on performance and funding availability.

CHILD SAFEGUARDING: (select only one)

Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting the country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE: The Supply Chain Assistant will provide overall day-to-day management responsibility support for the administrative, logistics, and transport of the Abyei field office Supply Chain Department (Warehousing)

The Supply Chain Assistant has the responsibility of ensuring the stock at the transit warehouse is managed in line with the stock management guidelines and that records are properly maintained.

S/he will also support the Abyei field office in managing administrative functions including office management, security property management, stores, and other related support functions. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.



1. KEY AREAS OF ACCOUNTABILITY :

Warehousing

- Ensuring that all incoming and outgoing stock is controlled according to SCl procedures and that all appropriate paperwork is in place.
- Making proper arrangements for receiving and dispatching commodities
- Ensuring that regular stock reconciliation is carried out and any discrepancies are properly investigated and reported to the budget holders.
- Ensuring that all incoming and outgoing stock that are targeted for beneficiary distributions and program use and all GIK are captured into TIM by the Supply Chain Assistant
- Endorsing for approval stock movements that have been captured in TIM
- Ensuring that stock in TIM and Physical inventory are properly reconciled and are always balancing.
- Managing the casual workers during loading and unloading and ensuring their payment is done on time

2. Procurement

- Ensuring that all procurement is carried out in line with appropriate processes, procedures and documentation in line with Save the Children policies and where required to do so donor rules.
- Making sure that order schedules and delivery lead times are met, if not, informing in advance all those that may be affected by the delay.
- Ensuring that approved suppliers and framework agreements are used at all times during procurement of goods
- Developing and maintaining price lists of all commonly used program supplies
- Ensuring that Procurement Requisition have all the necessary information filled including charge code and required signatures.
- Ensure procurement is conducted through Prosave.

3. Fleet Management

- Providing support and direction to the head driver in transport management and ensuring that they are executed in line with SCl guidelines
- Maintaining and updating all required records and paperwork for vehicles and drivers.
- Managing fuel and maintenance contracts as needed.
- Ensuring that a planned preventative maintenance is carried out on both vehicles and generators to a high standard with minimum disruption to program activities.
- Ensuring that all drivers are briefed on and adhere to Save the Children policies and procedures.
- Ensuring that fleet report is prepare on time and submitted to line manager for review

4. Asset Management

- Ensuring that the office asset register is well maintained
- Ensuring that all assets have been issued a unique identification number and tracked on Asset Register
- Regularly updating the asset register whenever transfers, disposal, changes in condition and procurement take place with details of that transfer, disposal etc.
- Coordinating a full physical verification of asset register at least once a year to verify that the assets are in place and their condition.
- Submitting Monthly Assets verified list to supply Chain coordinator



Human Resources

- To be able to organize casual workers when required at the warehouse, and to provide overall supervision and training of other warehouse trainees and casual labour, and ensure that staff assigned to the various stores, keep records of the items offloaded/loaded at the warehouses.
- To Assist and coordinate the off-loading of goods on vehicle from or to the warehouse and stacking of the supplies, follow-up tracking of the commodities in pipeline and report to the appropriate personnel.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners, and supporters
- values diversity, and sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Diploma in Public or Business Administration or related Discipline

EXPERIENCE AND SKILLS

Essential

- 1-3 years of progressive responsibility in Supply Chain and Administration 2 of which are spent in an international development organization
- Good organizational and management skills including problem-solving;
- Good verbal and written skills in English;
- Willingness and ability to work in a collaborative and inclusive manner;
- Self-motivated and creative;



Desirable

- Representational skills;
- NGO experience an added advantage
- Knowledge of the local language spoken in is an asset.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within the reasonableness of their level of skills and experience as assigned his line manager.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

CHILD SAFEGUARDING:

Level 3: the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and



rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at (SCI Career Site Careers (oraclecloud.com))

- **Female candidates are highly encouraged to apply**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Abyei Field Offices for HR support

Deadline for submitting applications: 24th June, 2026.

Cc: Moljobadvert@gmail.com (National Ministry of labour email Address Juba)



Approved by labour office



pass by RRC
Abyei Area
on 11/6/2026

