Women Agency for Resilience and Transformation
Juba na Bari Residential Area, Plot No. (129), Block No: IV 3rd Class
Next to Turkish Embassy, Juba-South Sudan
Tel: +211 921241836
E: info.wartssd@gmail.com W: https://wart-ssd.org

VACANCY ANNOUNCEMENT

POSITION TITLE: Supply Chain Manager
DUTY STATION: Juba, South Sudan, with field travel as required
REPORING TO: Director of Operations / Executive Director
EMPLOYMENT TYPE: Full-time
CONTRUCT DURATION: 6 Month
OPENING DATE: 15/10/2026

COUNTRY PROGRAMME OVERVIEW

Women Agency for Resilience and Transformation (WART) is a national women-led organization established in 2017 by South Sudanese women with the vision of creating a resilient society free from hunger and violence against women and children. WART is fully registered under the Relief and Rehabilitation Commission (RRC) in accordance with the NGO Act of 2016.
From its inception, WART has focused on **gender equality, protection, and women's empowerment** supporting women and girls to overcome the impacts of conflict, poverty, and gender-based violence (GBV). The organization delivers life-saving protection services including GBV prevention and response, child protection, psychosocial support, and access to justice, peacebuilding, food security and livelihoods, health and nutrition, education, and WASH interventions in **Central Equatoria, Eastern Equatoria, Unity, Jonglei, Upper Nile and Northern Bahr el Ghazal States**, with its headquarters in **Juba.**

PURPOSE OF THE POSITION

The Supply Chain Manager is responsible for leading and coordinating WART's supply chain functions to ensure the timely, transparent, cost-effective, and compliant acquisition and delivery of goods and services required for organizational operations and project implementation.
The position oversees procurement, logistics, transportation, fleet management, warehousing, inventory control, asset management, supplier relationships, and supply chain planning. The postholder will ensure that all supply chain activities comply with WART policies, donor requirements, applicable South Sudanese laws, and recognized humanitarian standards.

KEY RESPONSIBILITIES

Supply Chain Planning and Management

- Develop and implement an organizational supply chain strategy and annual work plan.

Approved by Executive Director 13/10/2026

APPROVED. 19/10/2026

- Coordinate with programme, finance, and operations teams to identify procurement and logistical needs.
- Prepare and regularly update procurement plans based on approved project budgets and implementation schedules.
- Establish efficient systems for tracking procurement requests, orders, deliveries, and outstanding commitments.
- Identify supply chain risks and develop mitigation measures to minimize delays, losses, and operational disruptions.
- Provide regular supply chain performance reports to management.

Procurement Management

- Lead and supervise procurement processes in accordance with WART procurement policies, donor rules, and applicable regulations.
- Ensure that procurement requests are properly authorized, budgeted, and supported by approved specifications.
- Oversee solicitation of quotations, tenders, bid evaluations, purchase orders, contracts, and supplier selection.
- Ensure fair competition, transparency, confidentiality, and value for money in all procurement decisions.
- Maintain an updated supplier database and conduct supplier assessments and performance reviews.
- Ensure that procurement committee procedures and approval thresholds are respected.
- Monitor procurement lead times and take corrective action where delays affect project implementation.
- Ensure appropriate segregation of duties between requesting, approving, purchasing, receiving, and payment functions.
- Investigate and escalate suspected procurement fraud, conflicts of interest, collusion, or other irregularities through established procedures.

Logistics and Transportation

- Coordinate the movement of goods, equipment, and supplies to WART offices and field locations.
- Plan transportation arrangements for programme activities and humanitarian responses.
- Ensure appropriate documentation for dispatch, delivery, receipt, and transfer of goods.
- Coordinate with programme teams to ensure supplies reach intended locations on time.
- Monitor transportation costs and identify opportunities to improve efficiency.
- Ensure that logistics arrangements comply with security procedures and operational requirements.

Fleet Management

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- Oversee the management, allocation, maintenance, and utilization of organizational vehicles and motorcycles.
- Ensure that vehicle documentation, insurance, registration, servicing, and inspections are up to date.
- Maintain accurate vehicle logbooks, fuel records, maintenance schedules, and trip authorization records.
- Monitor fuel consumption and investigate unusual usage or discrepancies.
- Ensure drivers comply with road safety requirements, vehicle-use policies, and security procedures.
- Report accidents, damage, misuse, or other fleet-related incidents in accordance with WART procedures.

Warehouse and Inventory Management

- Establish and maintain appropriate warehouse and inventory management systems.
- Ensure accurate recording of goods received, issued, transferred, and remaining in stock.
- Conduct regular physical stock counts and reconcile discrepancies with inventory records.
- Ensure proper storage, handling, security, and preservation of supplies and equipment.
- Monitor stock levels and coordinate timely replenishment to prevent shortages or overstocking.
- Ensure that goods received are inspected and verified against purchase orders and delivery documentation.
- Maintain appropriate records for damaged, expired, obsolete, or unserviceable items.
- Ensure that distributions and deliveries are properly documented and acknowledged by authorized recipients.

Asset Management

- Maintain an accurate and updated organizational asset register.
- Ensure assets are tagged, assigned to responsible personnel, and recorded by location and condition.
- Coordinate periodic physical asset verification and investigate discrepancies.
- Oversee asset transfers, maintenance, repair, disposal, and handover in line with WART procedures and donor requirements.
- Ensure that donor-funded assets are managed and disposed of according to applicable grant agreements.
- Support asset handovers and close-out procedures at the end of projects.

Contract and Supplier Management

- Ensure that supplier contracts and purchase orders clearly specify deliverables, quantities, quality standards, prices, and delivery timelines.

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- Monitor supplier performance and follow up on delayed or incomplete deliveries.
- Verify that goods and services meet agreed specifications before acceptance and payment processing.
- Maintain records of supplier evaluations, contractual obligations, warranties, and disputes.
- Recommend corrective action or supplier suspension where justified by documented performance or compliance concerns

Donor Compliance and Internal Controls

- Ensure that procurement and supply chain transactions comply with donor-specific rules and approved project budgets.
- Maintain complete, accurate, and audit-ready procurement and logistics files.
- Support internal and external audits, donor reviews, and compliance assessments.
- Ensure appropriate documentation for asset purchases, distributions, fuel consumption, transport, and inventory movements.
- Coordinate with finance to verify budget availability and ensure procurement commitments are properly recorded.
- Ensure that no purchase or contractual commitment is made without the required authorization.
- Promote accountability, ethical conduct, anti-fraud practices, and prevention of conflicts of interest.

Team Management and Capacity Building

- Supervise, coach, and evaluate supply chain staff.
- Develop staff work plans, performance objectives, and capacity-building plans.
- Ensure clear division of responsibilities and effective coordination within the supply chain team.
- Promote professional conduct, teamwork, accountability, and adherence to WART policies.
- Identify training needs and strengthen staff knowledge of procurement, logistics, inventory, and donor compliance requirements.

Coordination and Reporting

- Work closely with programme managers, finance, human resources, security, and senior management.
- Participate in project planning, budget reviews, procurement planning, and project start-up and close-out meetings.
- Prepare monthly supply chain reports covering procurement progress, outstanding orders, supplier performance, stock status, fleet utilization, and key risks.
- Provide timely updates on supply chain challenges that may affect programme delivery.

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- Represent WART in relevant coordination meetings when delegated by management.

Required Qualifications and Experience

Education

- Bachelor's degree in Supply Chain Management, Procurement and Logistics, Business Administration, Operations Management, or a related field.
- A relevant postgraduate qualification or professional certification in procurement or supply chain management is an added advantage.

Experience

- At least five years of relevant professional experience in supply chain, procurement, logistics, or operations management.
- At least three years in a supervisory or management role, preferably in an NGO or humanitarian organization.
- Demonstrated experience managing procurement processes, suppliers, warehouses, fleets, and organizational assets.
- Experience with donor-funded projects and knowledge of donor procurement requirements.
- Experience working in South Sudan or a comparable humanitarian context is an advantage.
- Experience supporting emergency response operations and field-based programmes is desirable.

Essential Skills and Competencies

- Strong knowledge of procurement and supply chain management principles.
- Excellent planning, coordination, negotiation, and problem-solving skills.
- Strong financial awareness and ability to monitor costs and budgets.
- Good analytical, reporting, and record-management skills.
- Proficiency in Microsoft Office, particularly Excel, and inventory or procurement management systems.
- Ability to manage competing priorities and meet strict deadlines.
- Strong leadership, communication, and staff management skills.
- High standards of integrity, confidentiality, accountability, and impartiality.
- Ability to work effectively with diverse teams and in challenging field environments.

PSEA

WART has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

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HOW TO APPLY

Qualified and interested candidates should send an **application letter**, **CV** with at least three referees, and copies of **academic documents** to WART Juba office recruitment.wart@gmail.com, no later than **2St November 2026 at 5:00PM local time.** The subject line should read the 'Name of Position' being applied for, example National Coordinator. **Online applications are highly encouraged, shortlisting will be done on a rolling basis and only shortlisted candidates will be contacted.**

Female candidates are encouraged to apply.

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