



Consortium of
Rural women for
Agribusiness
Development
Organization
(CORWADO)

Consortium of Rural Women for Agribusiness Development Organization (CORWADO)

Head Office: Magwi, Behind Christ the King Catholic Parish, Eastern Equatorial State,
Munuki Block "B", Mia Saba (107) Road,

Opposite Leaf Energy Petrol Station, Juba, South Sudan

Contact Telephone: +211925090099 or WhatsApp +211925090099

Email: info@corwado.org, corwadosouthsudan@gmail.com

Vacancy Notice:

Reference Number: WBeG-Log/Pro-Coord-007-2025

Logistics and Procurement Coordinator.

Job Title: Logistics and Procurement Coordinator.

Reports to: Head of Programmes and Operation.

Contract: 12-month fixed-term contract, renewable based on funding availability and satisfactory performance following the successful completion of a three (3)-month probation period.

Location: Juba, South Sudan, with up to 50% travel to field locations across the country.

Start Date: As Soon As Possible (ASAP).

Opening date: 27 November 2025.

Closing Date: 10 December 2025.

26 NOV 2025



Introduction:

Consortium of Rural Women for Agribusiness Development Organization (CORWADO) is a women-led national NGO registered under RRC No. 5164 and operating across multiple states in South Sudan. Established in 2022, CORWADO empowers rural communities especially women and youth through agribusiness development, financial inclusion, climate-resilient livelihoods, market systems strengthening, and community-driven resilience initiatives. CORWADO has implemented multi-donor programmes in Eastern Equatoria, Western Equatoria, Upper Nile, and Western Bahr el Ghazal, reaching more than 25,000 farmers, women entrepreneurs, and youth groups. Our work spans food security and livelihoods, market systems development (MSD), climate-smart agriculture, gender equality, WASH, peacebuilding, and emergency response. We are recognized for our locally led, community-driven approach, strong technical expertise, robust safeguarding and financial management systems, and deep field presence. CORWADO partners closely with government institutions, UN agencies, private sector actors, and civil society to deliver inclusive, sustainable, and high-impact development and humanitarian programmes.

Job Profile

The Logistics and Procurement Coordinator will be responsible for managing and coordinating all logistics, procurement, and supply chain functions to support the effective delivery of the Transforming Food Systems Project in Western Bahr el Ghazal State. This role ensures that all goods, works, and services are procured in a timely, transparent, and cost-effective manner, and in full compliance with CORWADO's internal policies and donor regulations. The Post Holder will oversee the end-to-end procurement cycle including needs identification, market assessment, solicitation of bids, vendor selection, contract management, and delivery follow-up while maintaining accurate and auditable documentation for all transactions. The Post Holder will also manage logistics operations including fleet coordination, asset and inventory management, warehousing, distribution planning, and support to field teams. The position plays a critical role in strengthening operational systems, promoting efficiency and accountability, and ensuring that programme activities run smoothly across all locations.

Additionally, the Post Holder will work closely with programme, finance, and field teams to forecast procurement needs, manage vendor relationships, enhance cost-efficiency, and ensure uninterrupted availability of materials and services. The role requires a proactive, detail-oriented professional with a strong understanding of supply chain processes, donor compliance, and ethical procurement standards. This position is vital to ensuring that resources

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Juba - South Sudan www.corwado.org



are used responsibly, transparently, and effectively to support CORWADO's mission of empowering rural communities through sustainable food systems transformation..

Key Responsibilities:

Procurement Management:

- Lead and coordinate the full procurement cycle in strict adherence to CORWADO's internal procurement policies and global best practices.
- Prepare annual and periodic procurement plans aligned with programme work plans and budget forecasts.
- Conduct supplier mapping, market assessments, price surveys, and vendor prequalification to ensure competitive and reliable sourcing.
- Develop and issue procurement documents (RFQs, RFPs, ITBs) with clear specifications, evaluation criteria, and compliance requirements.
- Manage tender processes, including bid solicitation, bid openings, evaluation committees, scoring, and documentation of decisions.
- Negotiate terms, pricing, delivery schedules, and contractual agreements with suppliers to secure value for money.
- Ensure proper contract administration and follow up on contract implementation, delivery timelines, and supplier performance.
- Maintain accurate procurement records, tracking systems, vendor lists, and framework agreements.



Logistics Coordination:

- Coordinate and monitor the transport and distribution of goods and materials to project sites across Western Bahr el Ghazal and other target locations.
- Oversee fleet management, including vehicle scheduling, fuel monitoring, maintenance, safety checks, and driver supervision.
- Plan logistics support for trainings, workshops, community events, and field operations.
- Liaise with suppliers, transport companies, and relevant authorities for smooth, timely, and compliant movement of goods.
- Ensure all logistical activities meet operational, safety, and accountability standards.

Warehouse, Asset, and Inventory Management:

- Supervise warehouse operations, ensuring proper storage, handling, and security of stock, equipment, and materials.
- Maintain updated inventory records, stock cards, bin cards, and regular reconciliations.
- Conduct routine physical verification of assets and inventories in all CORWADO locations.
- Ensure proper asset tagging, tracking, and documentation in line with organizational asset management procedures.
- Monitor stock levels and proactively communicate procurement and replenishment needs to programme teams.

Compliance, Documentation, and Reporting:

- Ensure all procurement and logistics processes comply with CORWADO's policies, ethical standards, and accountability frameworks.
- Maintain a complete and auditable filing system for all procurement and logistics documents (digital and physical).
- Prepare weekly, monthly, and quarterly procurement and logistics reports for management decision-making.
- Support internal and external audits by providing accurate records, documents, and clarification as needed.



- Promote compliance with anti-fraud, safeguarding, and conflict-of-interest standards.

Vendor and Contract Management:

- Maintain strong, ethical, and professional relationships with suppliers, transporters, and service providers.
- Conduct periodic vendor performance assessments and ensure follow-up on quality, reliability, and adherence to contracts.
- Promote fair competition, value-based procurement, and opportunities for local suppliers.
- Manage framework agreements and ensure proper renewal, monitoring, and adherence to conditions.

Coordination and Operational Support:

- Work closely with programme, finance, MEAL, and field teams to support timely and effective delivery of activities.
- Participate in planning meetings to forecast procurement and logistics needs and prevent operational bottlenecks.
- Provide guidance and capacity-building support to field teams on procurement and logistics processes.
- Ensure timely communication of procurement and delivery schedules to prevent delays and disruptions.

Qualifications and Experience:

- Bachelor's degree in Logistics and Supply Chain Management, Procurement, Business Administration, Commerce, Operations Management, or a closely related field.
- A diploma in the same fields combined with substantial experience may be considered.
- Minimum of 3–5 years of proven experience in logistics, procurement, supply chain, or operations roles within NGOs, INGOs, government agencies, or private sector organizations.
- Demonstrated experience managing procurement cycles, tendering processes, market assessments, and supplier management in accordance with organizational policies and international best practices.
- Strong knowledge of supply chain principles, including inventory control, warehousing, transportation, and asset management.
- Hands-on experience coordinating field logistics, fleet operations, distribution planning, and support to multi-location project sites.
- Competence in developing procurement plans, purchase requests, tender dossiers, evaluation grids, contract documents, and procurement reports.
- Familiarity with ethical procurement standards, anti-corruption measures, conflict-of-interest management, and accountability requirements.
- Ability to maintain accurate procurement and logistics documentation in an organized, auditable, and compliant manner.
- Experience working with community-based projects or field operations in rural or hard-to-reach settings is an added advantage.
- Experience working with NGOs in South Sudan or similar operating environments is a strong advantage.

Key Competencies and skills:

- Strong procurement and supply chain management skills, including sourcing, tendering, vendor evaluation, and contract management.
- Solid logistics planning abilities covering transport coordination, fleet management, warehousing, and distribution.
- Ability to develop and interpret procurement plans, technical specifications, and market assessments.
- Strong analytical and problem-solving skills to identify and address supply chain challenges.





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- Good knowledge of compliance standards, ethical procurement, anti-fraud measures, and conflict-of-interest guidelines.
- Excellent planning, prioritization, and coordination skills with attention to detail and accuracy.
- Ability to work independently while demonstrating sound judgment, initiative, and accountability.
- Effective communication and negotiation skills for engaging suppliers, partners, and internal teams.
- Strong teamwork and collaboration skills across programme, finance, operations, and field departments.
- High integrity, professionalism, and commitment to transparency and accountability.
- Ability to maintain confidentiality of sensitive procurement and operational information.
- Flexibility to work in dynamic environments, including remote field locations.
- Ability to troubleshoot operational issues and provide timely, practical solutions.
- Willingness to travel frequently to support field logistics and procurement activities.
- Cultural sensitivity and respectful engagement with communities and local stakeholders.

HOW TO APPLY

Submit your application via email to: recruitment@corwado.org. Please clearly indicate the position and the vacancy reference number, along with your full name, in the subject line of the email. (Example: Logistic and Procurement Coordinator-WBeG-Log/Pro-Coord-007-2025-Your Name).

Applicants may also submit hard-copy applications (Application Letter, CV, and copies of academic/ professional certificates) in a sealed envelope clearly marked with the position title and vacancy reference number on the top left corner of the envelope.

Deliver to:

Human Resource/Recruitment Department

Consortium of Rural Women for Agribusiness Development Organization (CORWADO) South Sudan

Munuki, Block "B", Mia-Saba (107) Road

Opposite Leaf Energy Petrol Station.

For directions or inquiries, please call: +211(0) 923085544.

Due to the urgency of this position, applications will be reviewed on a rolling basis and the vacancy may be filled before the closing date. Candidates are strongly encouraged to apply as early as possible. Due to the urgency of this position, applications will be reviewed on a rolling basis, and the vacancy may be filled before the closing date. Candidates are strongly encouraged to apply early.

Safeguarding and Pre-Employment Checks:

All employment offers are contingent upon satisfactory reference checks and completion of required background screenings, which may include criminal record checks and terrorism financing vetting. CORWADO is a participating member of the Inter-Agency Misconduct Disclosure Scheme (MDS). In accordance with this scheme, we will request information from an applicant's previous employers regarding any findings of sexual exploitation, sexual abuse, or sexual harassment (SEAH), as well as any ongoing investigations related to such misconduct at the time the applicant left their role. By submitting an application, candidates acknowledge and consent to these recruitment procedures and the sharing of relevant information for safeguarding purposes.



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