



NORWEGIAN CHURCH AID actalliance

NCA SOUTH SUDAN PROGRAM

VACANCY ANNOUNCEMENT

Position Logistics and Procurement Officer.

Reporting to: Logistics Coordinator

Duty Station: Juba



Organization Profile

Norwegian Church Aid (NCA) is a faith-based international humanitarian organization committed to saving lives and promoting human dignity. In South Sudan, NCA works through local partners to deliver high-impact programmes in line with humanitarian principles, accountability, and transparency. We uphold strong ethical standards, including a zero-tolerance policy on corruption.

Position Overview

The Logistics and Procurement officer, will support procurement, warehouse, asset, and fleet management functions for both NCA and its implementing partners. The role is central to ensuring compliance with NCA's internal procedures, donor requirements, and quality standards. The officer will also play a key role in partner capacity strengthening, due diligence assessments, and ensuring timely and efficient delivery of logistics services across projects.

Key Duties and Responsibilities

Procurement Management

- Implement a transparent, compliant, and accountable procurement system in line with the NCA Procurement Manual.
- Support partners in developing and reviewing procurement plans for compliance.
- Lead procurement processes including RFQs, ITBs, tenders, supplier vetting, and contract management.
- Ensure adherence to procurement thresholds and lead-time requirements.
- Update procurement trackers in real-time and ensure accurate documentation and filing.
- Review payment requests for compliance before submission to Finance.
- Monitor market trends and advise partners on pricing, suppliers, and product availability.
- Enforce NCA's Code of Conduct and zero-tolerance for corruption, ensuring issues are recorded and escalated appropriately.

Asset Management



- Update and maintain an accurate asset register in coordination with partners.
- Ensure proper asset tagging, tracking, and biannual physical verification.
- Ensure all insurable assets have valid insurance and proper procedures are followed for loss or damage.
- Maintain complete and accurate asset records in line with NCA policies.

Warehouse and Inventory Management

- Ensure warehouse operations comply with NCA warehouse management policies.
- Oversee proper stock documentation, storage, and dispatch procedures.
- Conduct periodic stocktaking (minimum twice a year).
- Produce monthly stock reports and maintain up-to-date records.

Fleet Management

- Ensure effective oversight of fleet operations in compliance with NCA's Fleet Management Policy.
- Maintain an updated fleet tracker and monitor vehicle usage, fuel, and maintenance schedules.
- Develop and manage vehicle maintenance contracts.
- Strengthen partner capacity in fleet management and safety procedures.

Partner Support and Capacity Building

- Provide technical assistance to partners on logistics, procurement, and compliance requirements.
- Participate in partner mapping, due diligence assessments, and capacity development initiatives.
- Support problem-solving and ensure timely reporting of logistics-related issues.

Additional Responsibilities

- Perform any other duties assigned by the supervisor in line with the role and organizational needs.

Qualifications and Experience

- Bachelor's degree in Logistics, Supply Chain Management, Procurement, Business Administration, or relevant field.
- Minimum 3 years of progressively responsible experience in logistics, procurement, or supply chain roles, preferably with an INGO or donor-funded programmes.
- Strong knowledge of procurement processes, warehouse operations, asset control, and fleet management.
- Demonstrated experience working with local implementing partners is an added advantage.
- Strong analytical, communication, and problem-solving skills.
- High level of integrity and commitment to accountability and transparency.
- Proficiency in MS Office and digital document-management systems.

How to Apply



Interested candidates should submit:

- A cover letter
- Updated CV (maximum 3 pages)
- Contact details of three professional referees

Qualified candidates are strongly encouraged to apply.

Applications should be submitted through the link below:
ncaco.recman.page/job/471182

Hard-copy applications may also be submitted at NCA Offices in:
Kuajok, Aweil, Wau, Torit, Malakal, and Juba.

Deadline for receiving applications: 16th April 2026.

