

## HI SOUTH SUDAN JOB ADVERT

### The Organisation

Co-recipient of the 1997 Nobel Peace Prize, Humanity & Inclusion (the new name of Handicap International) is a 40-year-old independent and impartial organization working in situations of poverty and exclusion, conflict and disaster.

We work alongside people with disabilities and individuals experiencing extreme hardship, acting and bearing witness to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

HI in Uganda is currently implementing development and humanitarian interventions in six sectors/thematic areas: Livelihood, Mental Health and Psychosocial Support (MHPSS), Physical and Functional Rehabilitation, Inclusive Education, Inclusive Health, and Inclusive Humanitarian Action (IHA) to improve access and quality of services to the most vulnerable people including persons with disabilities promoting a more inclusive and harmonious society.

Humanity & Inclusion (HI) is seeking for qualified and motivated individuals to fill the following positions to be based in the South Sudan program:

1. Position: **Supply & Facility Supervisor (Juba-South Sudan) Internal/external**

Responsible to: **Logistics Manager**

Team Management: 0

Basic salary scale: H1

Length of Contract: 12 months with possible extension based on availability of funding and staff performance

Start Date: 01st March, 2026

### Job Responsibilities

Responsibility 1: **Management**

- Manager as a role model: embodies HI's values on a daily basis.
- Manager as coach for meaning: understands the strategy, makes it explicit, translates it into operational objectives for his or her team, leads the necessary changes. Gives meaning to each management action. Encourages inter and intra departmental exchanges of practice. Encourages innovation and risk-taking.
- Operational manager: organizes the operational management of his or her team, structures the work around identified processes, steers performance and facilitates the resolution of problems.
- Manager 1st HR&Coach: contributes to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensures compliance with the code of conduct of institutional policies, the state of mind and the expected individual and collective behaviour.

Responsibility 2: **Participates in drafting the Procurement section of the StratOP and implements its action plan**

- RISKS: produces and updates the risk map for his or her area of responsibility and proposes and implements corrective mitigation measures;
- INCIDENTS: drafts the incident reports for his or her area of responsibility;
- INDICATORS: produces, compiles and analyses the data in the procurement dashboard for his or her geographical area;

Responsibility 3: **Deploys HI's standards and contributes to its expertise and accountability within his or her remit:**

- STANDARDS: ensures compliance with and application of HI standards for his or her entire professional field with regard to policy, processes and tools;
- INTERNAL CONTROL: supervises internal control in his or her fields of activity;



- **ACCOUNTABILITY:** guarantees compliance with and the application of internal rules and the rules of institutional donors in his or her fields of activity;

Responsibility 4: **Operational implementation of logistics:**

**4.1 Design phase – Resources planning:**

- Helps establish the project's procurement schedule;

**4.2 Launch phase – Procurement planning**

- Takes part in defining the procurement strategy;

**4.3 Implementation phase - Coordination:**

- Helps adjust the procurement plan after every project review;

**4.4 Closure phase**

- Contributes to the preparation of financial reports.

**Responsibility 5: Facilitates the Logistics profession's development and contributes its development across the organisation**

- Participates in the facilitation of the profession sector in his or geographical area (community of practice)

**Responsibility 6: Emergency Preparedness and Response Responsibilities**

- Leads the emergency preparedness actions in his/her department and, in case of emergency, reorganizes the priorities of his/her team according to the humanitarian imperative, in order to ensure HI's quick and efficient response.

**Person specifications:**

- Bachelor's degree in Procurement, Logistics and Or Supply Chain Management
- At least five (5) years' working experience in a similar role in anon -governmental organisation
- Must be proficient in procurement management, Emergency response handling, maintenance, facility management, and humanitarian response handling
- Practical experience in supply planning and purchasing
- At least three (3) years' experience in team management
- Knowledge of stock management
- Leadership and team management skills

**2. Position: Supply & Facility Officer (Pibor-South Sudan) Internal/external**

Responsible to: Logistics Manager

Team Management: Drivers, Cleaners, Guards

Location: 1- Pibor

Basic salary scale: H2

Length of Contract: 12 months renewable based on availability of funding and staff performance.

Start Date: 01st March,2026

**Job Responsibilities**

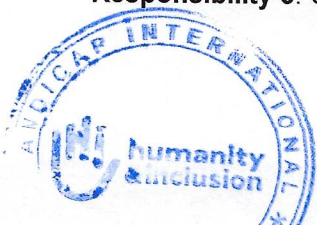
**Responsibility 1:** Defines the Purchasing section of the StratOp and directs its action plan

- **RISKS:** produces and updates the risk map for his or her area of responsibility and proposes and implements corrective mitigation measures;
- **INCIDENTS:** drafts the incident reports for his or her area of responsibility;
- **INDICATORS:** produces, compiles and analyses the data in the procurement dashboard for his or her geographical area;

**Responsibility 2:** Deploys HI's Standards and contributes to it Expertise and Accountability within his or her remit

- **STANDARDS:** ensures compliance with and application of HI standards for his or her entire professional field with regard to policy, processes and tools;
- **INTERNAL CONTROL:** supervises internal control in his or her fields of activity.
- **ACCOUNTABILITY:** guarantees compliance with and the application of internal rules and the rules of institutional donors in his or her fields of activity

**Responsibility 3:** Operational implementation of logistics





- Design phase – Resources planning:  
Helps establish the project's purchasing schedule;
  - Launch phase – Procurement planning: Helps define the programme's purchasing strategy
- 3.3 Implementation phase - Coordination: Helps adjust the purchasing plan after every project review;  
3.4 Closure phase: Contributes to the preparation of financial reports.

**Responsibility 4:** Facilitation of the profession sector

- Participates in the facilitation of the organisation's profession sector (community of practice)

**Responsibility 5:** Emergency Preparedness and Response Responsibilities

contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response

**Person specifications:**

- Bachelor's degree in either procurement, Logistics and Or Supply Chain Management
- At least three (3) years' working experience in a similar role in a non -governmental organisation
- Must be proficient at purchasing and procurement management, maintenance, safety and transport management.
- Must be able to practice supply planning, and emergency procurement
- An excellent team player

### Application Process

**Humanity & Inclusion is an Equal Opportunity Employer, qualified persons with disabilities are preferred for the above positions, please indicate the type of disability for reasonable accommodation during Interviews.** Refugees and women are encouraged to apply to become a part of our organization.

**HI staff must adhere to the values and principles outlined in the Code of Conduct. In accordance with these values, HI operates and enforces policies on Beneficiary Protection from Sexual Exploitation and Abuse, Child Safeguarding, Anti-fraud, bribery, and corruption.**

**HI does not solicit funds in exchange for employment opportunities.**

**How to apply:** If you feel you meet the requirements, please send an updated CV (**3 pages max, including three professional referees current and/or past line managers**) with a cover letter to HR department at [recruitment@uganda.hi.org](mailto:recruitment@uganda.hi.org) or All hard copy applications must be submitted to HI Juba/Pibor Field Office indicating the position applied for and Location in the subject line not later than **Monday 16<sup>th</sup> February, 2026 at 5:00pm.**

**Any efforts to influence the recruitment process will lead to automatic disqualification.**

**Due to the urgency of this recruitment, interviews will be held on a rolling basis.**

