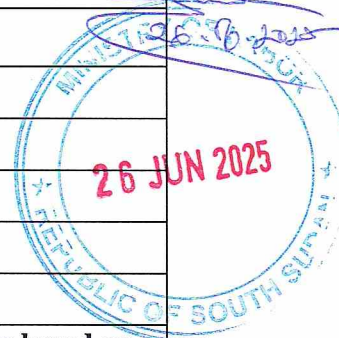


JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.

Job Title:	Logistics Officer (Position 1)
Country Program:	South Sudan
Location of Position:	Aweil East (Northern Bahr el Ghazal state)
Position Opened for:	South Sudanese only (Internal & External)
Report To	Field Site Manager
Desired Start Date:	ASAP
Advertised date	26th June' 2025
Duration/Status of the Contract	Six Month Contract with Possibility of Extension based on funding availability.
Status of the Position	Relocatable
Closing Date for Applications:	16 th July' 2025



Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Summary of Responsibilities:

The Logistics and Procurement Officer is responsible for the efficient and effective management of both procurement and logistics functions for the organization in Aweil East, South Sudan. This encompasses the end-to-end process of sourcing, acquiring, and delivering goods and services, as well as managing inventory, transportation, and warehousing. The role aims to ensure timely and cost-effective delivery of resources while adhering to organizational policies, donor regulations, and local laws.



Key Responsibilities:**Procurement Management:**

- Sourcing & Vendor Management:
- Conduct market research to identify potential suppliers and service providers for goods and services in South Sudan.
- Establish and maintain a comprehensive database of qualified vendors, regularly updating vendor information and performance.
- Initiate and manage the vendor pre-qualification process as per organizational guidelines.
- Build and maintain strong, ethical relationships with suppliers.

Purchasing & Contract Management:

- Receive and review purchase requisitions, ensuring accuracy, completeness, and adherence to budget lines.
- Prepare and issue Request for Quotations (RFQs), Request for Proposals (RFPs), and Invitation to Bids (ITBs) in accordance with IMC procurement policies.
- Evaluate bids and proposals, conduct price analyses, and negotiate favorable terms and conditions with suppliers.
- Prepare purchase orders (POs) and service contracts, ensuring all necessary approvals are obtained.
- Monitor contract performance and ensure timely delivery of goods and services as per agreed terms.
- Process supplier invoices and ensure timely payment in coordination with the finance department.

Compliance & Documentation:

- Ensure all procurement activities adhere to organizational procurement policies, donor regulations (e.g., USAID, EU, UN, etc.), and local South Sudanese laws.
- Maintain accurate, complete, and well-organized procurement files and documentation, including requisitions, quotations, analyses, purchase orders, contracts, and delivery notes.
- Conduct regular spot checks and audits of procurement processes to ensure compliance and transparency.

Logistics Management:**Transportation & Fleet Management:**

- Plan, coordinate, and monitor the transportation of goods and personnel, ensuring efficiency, safety, and cost-effectiveness.
- Coordinate vehicle allocation, scheduling, and maintenance, ensuring all vehicles are in good working condition and properly insured.



- Manage fuel consumption and reconcile fuel logs.
- Oversee driver management, ensuring adherence to safety protocols and organizational policies.

Warehouse & Inventory Management:

- Manage and oversee the organization's warehouse operations, including receiving, storage, dispatch, and distribution of goods.
- Implement and maintain robust inventory control systems to ensure accurate stock records, minimize losses, and prevent obsolescence.
- Conduct regular physical stock counts and reconcile discrepancies.
- Ensure proper storage conditions for all goods, adhering to safety, health, and environmental standards.
- Manage asset tracking and ensure proper documentation for all organizational assets.

General Duties & Reporting:

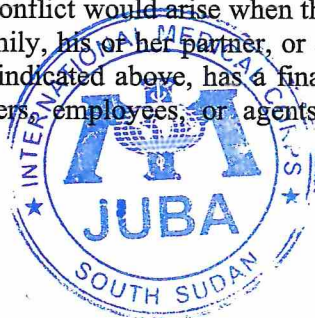
- Prepare regular reports on procurement activities, logistics performance, inventory levels, and asset management.
- Identify bottlenecks and propose solutions to improve efficiency and reduce costs across both logistics and procurement functions.
- Ensure proper record-keeping and archiving of all relevant documents.
- Provide training and support to other staff members on procurement and logistics procedures as needed.
- Adhere to all organizational policies, including those related to safety, security, and ethics.

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC Staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept



gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

QUALIFICATIONS: EDUCATION, EXPERIENCE, AND SKILLS

- Bachelor's degree in Logistics, Supply Chain Management, Procurement, Business Administration, or a related field.
- Professional certifications in Procurement (e.g., CIPS) or Logistics (e.g., CILT) are highly desirable.
- Minimum of [3-5+] years of progressive experience in logistics and/or procurement, preferably in the humanitarian, NGO, or development sector in South Sudan.
- Proven experience working with donor regulations (e.g., USAID, ECHO, UN agencies) is a significant advantage.
- Demonstrated experience in managing a full procurement cycle from requisition to payment.
- Strong experience in inventory management and warehouse operations.
- Experience with fleet management is a plus.
- Strong organizational skills and attention to detail
- In-depth knowledge of procurement best practices, ethical purchasing, and supply chain management principles.
- Strong negotiation and contract management skills.
- Proficiency in using ERP systems or procurement/logistics software (e.g., SAP, Odoo, custom systems).
- Excellent command of Microsoft Office Suite, especially Excel for data analysis and reporting.
- High level of integrity, accountability, and attention to detail.
- Strong analytical and problem-solving abilities.
- Excellent organizational and time management skills, with the ability to manage multiple priorities under pressure.
- Effective communication and interpersonal skills, capable of building effective relationships with internal and external stakeholders.
- Fluency in written and spoken English is required. Knowledge of Arabic and/or local South Sudanese languages is a significant advantage.
- Ability to work independently and as part of a diverse team in a challenging environment.

HOW TO APPLY

Interested candidate who meets the above criteria, should submit their application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their



telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. Please submit your application through email to SS-Recruiting@internationalmedicalcorps.org.

Note: Clearly indicate the position you are applying for on subject line of your e-mail.

Please note the applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.

Female Candidates are Strongly Encouraged to Apply

We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

