

## VACANCY ANNOUNCEMENT

Vacancy No. 2025/29/07/0006



### About Us

YOUR AID FOR HEALTH (YAH) is a Women-Led National Non-Governmental organization that strives to aid locally sustainable, improved quality solutions to communities targeting women, children, the vulnerable and Refugees and IDPs. We aid communities to save lives, alleviate suffering and maintain human dignity during and in the aftermath of man-made crises and natural disasters, as well as to prevent and strengthen preparedness for the occurrence of such situations. This also includes improving community lives through improved health system where everyone feels better. Founded in 2015 and Registered with RRC in May 2023, with Headquarters in Maridi County WES, we operate in entire South Sudan with major Coordination office in Juba. From the beginning, we've always aided, and always will aid healthier communities.

YAH is implementing the SASA! Together initiative an evidence-based community mobilization approach to prevent violence against women and HIV. We are looking for passionate, dedicated individuals to join our mission in building safer and more equitable communities.

### Vacancy Details

Position Title	<b>Administrative &amp; Logistics Support Officer</b>
Reports to	Project Manager / Lead / Coordinator
Duty Location	Ibba / Maridi – South Sudan
Contract Type	Regular
Duration	12 Months
Employment Start Date	As Soon As Possible
Salary	According to YAH's Salary Policy
Vacancy Validity	11 <sup>th</sup> August 2025 to 29 <sup>th</sup> August 2025

### Purpose of the Role

To provide essential logistical, administrative, and operational support to the SASA! Together team, ensuring smooth implementation of program activities. The role requires coordination of transport, materials production, and daily office and field operations.



## Key Responsibilities

### Logistics & Fleet Coordination

- Plan and manage transport for field activities, staff travel, and material distribution
- Ensure proper vehicle scheduling, logbook maintenance, and fuel reconciliation
- Liaise with drivers for route planning, safety protocols, and vehicle upkeep
- Track fleet usage, servicing, and repairs in coordination with finance and operations

### Printing & Material Support

- Oversee printing, procurement, and distribution of SASA! Together IEC materials
- Maintain inventory of materials across phases (Start, Awareness, Support, Action)
- Ensure quality control and branding of printed tools and guides
- Support packaging and dispatch to field teams and community activities

### Administrative & Procurement Support

- Coordinate logistics for training sessions, meetings, and stakeholder events
- Process requisitions and support procurement of supplies and services
- Maintain administrative records, receipts, and vendor files
- Track and report asset use and office supply levels

### Compliance & Support

- Ensure adherence to organizational policies and donor compliance requirements
- Support field staff in understanding logistics protocols and safeguarding practices
- Liaise with Operations and Finance for reconciliations and audit readiness

### Qualifications & Experience

- Diploma or Bachelor's in Business Administration, Logistics, Procurement, or related field
- Minimum 3 years' experience in logistics or administrative support roles



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- Familiarity with humanitarian or development projects (GBV, gender programming preferred)
- Computer literacy in Microsoft Office, and asset/fleet management tools
- Strong organizational, communication, and interpersonal skills
- Ability to work under pressure, coordinate multiple requests, and meet deadlines

### Competencies

- Attention to detail and problem-solving mindset
- Accountability and integrity in handling assets and sensitive materials
- Strong team spirit and commitment to feminist values and safeguarding
- Respect for confidentiality, community norms, and inclusive programming

### How to apply:

**Please submit your updated CV, a cover letter, and contact details of three professional referees to:** Email: [hr@yahssd.org](mailto:hr@yahssd.org) coping [recruitment@yahssd.org](mailto:recruitment@yahssd.org), and [info@yahssd.org](mailto:info@yahssd.org). Title of the vacancy MUST be clearly included as the subject in the application email.

Hardcopies of application can be delivered at YAH office in Maridi, Ibba and Juba Coordination office.

### Further information:

We appreciate your application; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks after the closing date of the application, we regret that your application has been unsuccessful. Please continue, however, to periodically view the NGO forum website for suitable opportunities that will present from us or other agencies.

### Equal Opportunity:

YAH is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate based on age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.

### Safeguarding:

YAH's capacity to ensure the protection of and assistance of communities, IDPs, Refugees and other vulnerable persons depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to YAH's values and code of conduct. Safeguarding and Anti – Corruption policies including safeguarding against sexual exploitation, abuse and harassment. YAH conducts thorough and comprehensive background checks as part of the recruitment process.

