



## Vacancy Announcement

<b>Position :</b>	Supply Chain Coordinator (1 Position)
<b>Duty Station :</b>	Malakal and Juba
<b>Reporting to :</b>	LLIN Distribution Project Manager
<b>Supervising :</b>	Non
<b>Opening date:</b>	16th December 2025.

### Background

ARDF is a leading non-governmental National organization registered with the Relief and Rehabilitation Commissions under the South Sudan NGO 2016 Act, with Registration No. 834. ARDF is currently operating in three states of South Sudan, including Upper Nile, Northern Bahar El Gazal, and Central Equatoria State, providing multisectoral programs within its thematic areas of Health, WASH, FSL, Protection, and Education. ARDF's mission is to save lives, improve Health, alleviate poverty, and suffering. Our Approaches include innovations, Research, and community engagement, focusing on immediate lifesaving while laying the groundwork for long-term impact

### Purpose of the Position:

Supply Chain Coordinators will provide logistics support for the movement of LLINs from the regional warehouse to various payams in the 15 counties of the Upper Nile and Greater Pibor Administrative Area. The Supply Chain Coordinator will support the identification of LLIN transporters at the state level, ensuring that all transporters provide full insurance to the LLINs during the period of transportation. The Supply Chain Coordinators will liaise with the LLIN Distribution Project Manager to develop clauses that ensure transporters refund any losses or damages to LLIN during transportation. The Supply Chain Coordinator will ensure ARDF's internal control for the identification of vendors is strictly followed. He/She will ensure the stock report is compiled and submitted to the supply chain manager for review. He/she will also ensure clear procedures are put in place for the reverse transportation of undisturbed nets in the Boma and Payam. The two positions will be based in Malakal and Juba for Upper Nile and the Pibor Administrative Area, respectively.

### Key Role and Responsibilities

The Supply Chain Coordinators' roles and duties are multifaceted, encompassing the development of tenders, the identification of Vendors, the development of service contracts, the development insurance clause, and the development of a claim form for any losses/damages of LLIN.

- 1) **Facilitate the movement of LLINs from the UNICEF regional warehouse to the Payams**
  - Liaise with the LLIN Distribution project Manager for timely procurement requests.
  - Develop a tender for the identification of vendors/ LLINs transporter. However, since the ARDF tender process takes more than 21 days, the Supply Chain Coordinator will request approval of a waiver to shorten the process by moving from open tender to selective tender.
  - Develop insurance clauses to ensure the vendor/transporter refunds any losses/damages during transportation.
  - Responsible for developing and issuing service contracts to the recommended vendors/transporters.



- Together with the LLIN distribution project Manager, provide full orientation to the transport.
- Link the transporter with County LLIN distribution Coordinators to ensure coordinated movement of LLIN and ensure LLINs reach the destination.
- Sign the waybill with UNICEF during dispatch from Malakal and Juba Warehouses and enter the total into the stock cards.
- Prepare a waybill that will move together with the LLINs from Malakal Warehouse to the Payams.

#### Required Skills & Qualifications

- University degree in Supply Chain Management.
- Applicants must have at least 3 years of experience in an LLIN mass Distribution Campaign
- Applicant must have at least 5 years of experience in Logistics management.
- Applicant must have experience in working with NNGO/INGO/UN Agency
- Applicant must have experience in Vendor Management
- Strong leadership, organizational, communication, negotiation, and problem-solving skills are essential for dealing with diverse stakeholders and working in challenging, remote, or insecure locations
- In-depth knowledge of donors' requirements and proven experience in the management of funds from UN donors
- Applicants MUST have experience and Knowledge of Upper Nile/Pibor AA, depending of the location you are applying.
- At least 3 years of relevant work experience in the field of humanitarian Logistics and procurement management
- Experience in protracted conflict/post-conflict environments and triple nexus programming (highly desirable).
- Ability to set high standards for quality of work and adaptability and flexibility in stressful environments.
- Able to work in unstable, rapidly changing, and insecure environments with basic living conditions.
- Experience in external representation with government, donors, and other stakeholders at both technical and policy levels

#### Mandatory ARDF Policies Compliance

- Standard of Professional Conduct: ARDF and ARDF workers must adhere to the values and principles outlined in ARDF's standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment, and teamwork. In accordance with this value, ARDF operates and enforces polices on beneficiary protection from exploitation and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- Safeguarding policy: ARDF has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, suppliers/subcontractors. Safeguarding at the ARDF is integral to organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- Gender Equality: ARDF is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce, including flexible hours (when possible), Maternity leave, transportation support, and gender-sensitive security protocols.
- Equal Opportunity Employer: ARDF is an equal opportunity employer. ARDF considers all applicants based on merit without regard to race, color, national origin, religion, sexual orientation, age, Marital status, Disability, or any other characteristic protected by applicable laws.



## How to Apply

### a) Application address

- Interested candidates are requested to submit their application cover letter with clear salary expectations, an updated CV of not more than 5 pages, copies of their national ID, and educational certificates through the Email address: [hr.recruitment@ardf-ss.org](mailto:hr.recruitment@ardf-ss.org). The Subject line of your email should include “**Supply Chain Coordinator (State Name).**”
- For Hand delivery, Submission of your CV and academic documents to ARDF Juba Head Office, addressed to the ARDF HR Manager

### b) Eligibility.

- The position is open only to South Sudanese with the required qualifications
- Female candidates with required qualifications are highly encouraged to apply.

### c) Shortlisting and interview

- Due to the urgency of the position, applications will be reviewed on a rolling basis, and recruitment may be completed before the deadline.
- **ONLY** candidates who meet the requirements will be invited for interviews.

### d) Deadline for submission

- The deadline for submission will be **12<sup>th</sup> January 2026, by 4:30 pm CAT**
- Only applications submitted before the deadline will be considered for review.

#### **Disclaimer:**

*African Relief and Development Foundation does not charge any kind of fee at any stage of the recruitment process and does not act through recruitment agents.*

