

VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Tally Clerk** be based in **Duk County**.

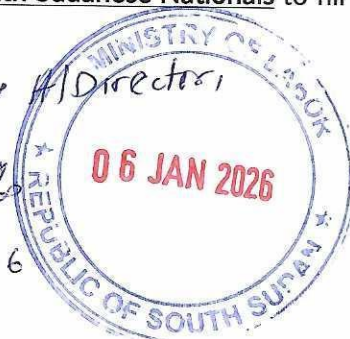
Position Open date: January 6, 2026
Closing date: January 23, 2026
Expect Start date: 1 February 2026
Location: Duk & Ayod Counties
Required number: 9 (nine)

58-H-3
Approved by HOD Director

MCH/PLS/UT

[Signature]

06/01/2026



About Action Against Hunger

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Zambia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

About the Country Program in South Sudan

Action Against Hunger has been operational in South Sudan since 1985, addressing both chronic and acute needs through a comprehensive multi-sectoral approach. Our programs integrate Nutrition, Food Security & Livelihoods, Water, Sanitation & Hygiene (WASH), Protection, and Gender interventions to strengthen resilience and improve community well-being. To implement these programs effectively, Action Against Hunger engages both national and international staff, with a dedicated country team of approximately 100 professionals operating across regional and satellite offices. Action Against Hunger currently operates in four regions: Warrap, Northern Bahr el Ghazal, Pibor and Jonglei states with a robust portfolio of \$15 million per year, covering emergency response, resilience-building, research, and innovation programs to drive sustainable impact. In 2024/2025, the key donors include ECHO, UNICEF, AICS, GFFO, SIDA, EHF, WFP, and other partners committed to supporting humanitarian and development efforts in the country.

I. Summary of Position

Action Against Hunger (ACF) is anticipating funding from the World Food Programme (WFP) to manage a food assistance program encompassing General Food Distribution (GFD), Blanket Supplementary Feeding (BSFP) and Warehouse Management in Duk and Ayod Counties of Jonglei State. The Tally Clerk will oversee all warehouse operations, including receiving, storing, controlling, and distributing supplies and equipment. Key duties involve processing deliveries, managing stock levels, documenting transactions, maintaining accurate records, and handling fixed asset storage. This role is also the custodian of the Program Area/field office property and conducts regular inventory. A primary focus is the management of commodities in full compliance with ACF and WFP warehouse standards. This includes ensuring accurate receipt via the LESS Last Mile



system, maintaining FEFO/FIFO (First-In-First-Out/First-Expired-First-Out) stock rotation, submitting precise stock reports, and controlling pests and humidity.

II. Purpose:

The Tally Clerk is responsible for the day-to-day operations of the warehouse, ensuring the secure, accurate, and efficient receipt, storage, and dispatch of commodities and materials. This includes maintaining impeccable documentation, strict inventory control, and adherence to all organizational, donor, and safety standards. The role is critical for supporting program delivery, minimizing losses, and ensuring accountability.

Engagement:

The Tally Clerk actively engages with internal and external stakeholders to ensure seamless warehouse operations. This role requires close daily coordination with program teams to align stock dispatch with field activities and with the finance team on documentation for asset tracking and auditing. Under the supervision of the Food Assistance Team Leader, the Tally Clerk also liaises with transporters for the safe and timely loading/unloading of goods and partner agency representatives during physical inventory, and during food distributions. Furthermore, the position involves direct supervision and guidance of casual laborers within the warehouse.

III. Key Responsibilities:

1. Core Warehouse Operations & Commodity Handling

- Execute and supervise the accurate and safe receipt, stacking and dispatch, of all commodities against approved documentation (waybills, delivery notes).
- Ensure the warehouse is organized, clean, and prepared for efficient receiving and stacking of goods.
- Ensure proper stacking of commodities in the warehouse in a way which make it easy for inventory as well as ensuring that commodities are stacked according to batch numbers as well as expiry dates.
- Implement and monitor measures to safeguard commodities (food and non-food), including pest control and quality checks, to prevent damage, infestation, or loss.
- Supervise casual laborers during loading, offloading, and cleaning activities, ensuring safety protocols are followed.

2. Inventory Control & Stock Management

- Conduct daily warehouse closing reconciliations and routine physical inventory counts to ensure system records match physical stock.
- Monitor commodity conditions, expiry dates, and storage status, promptly reporting any discrepancies, damages, or quality issues to the supervisor.
- Apply and enforce FIFO/FEFO principles for all stock rotation.
- Assess warehouse capacity and alert management to space constraints or needs in a timely manner.

3. Documentation, Reporting & Compliance

- Prepare, verify, and sign off on all warehouse and transport documents (GRNs, Waybills, Stock Issue Forms).
- Maintain confidential, accurate, and well-organized files for all transaction records to ensure full audit trail and immediate reporting capability.
- Prepare and submit accurate daily, weekly, and ad-hoc stock reports to the supervisor/manager.
- Ensure strict compliance with the organization's Logistics Handbook, donor rules, and all relevant policies and procedures.

4. Supervision, Coordination & Liaison



- Provide guidance and training to warehouse staff and casual workers to ensure high performance and adherence to procedures.
- Liaise with program teams to complete required documentation before the release of commodities for distributions.
- Ensure operational linkages and coordination with other agencies and NGO partners working in the area.
- Participate in the fair recruitment of casual labor for warehouse tasks as needed.

5. Facility Management & Safety

- Monitor the condition of the warehouse infrastructure and commodities, taking proactive actions for maintenance and efficient space planning.
- Ensure all team members and casual laborers are aware of and adhere to safety, cultural, and ethical protocols (e.g., Do No Harm, confidentiality, impartiality).
- Identify warehouse equipment and material needs, maintaining a list of available assets.

IV. Supervisory Responsibilities

- This position supervises the casual warehouse cleaner at the respective warehouse where they will be working.

V. Gender Equality Commitments

- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men shall be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.
- Promote and uphold the PSEA policy and procedures.

VI. Fiscal Responsibility

Optimize costs by ensuring logistics operations are economical.

VII. CONTACTS/KEY RELATIONSHIPS (internal & external):

- Liaise and maintain good relationships with the Program, Finance and HR Department among others
- Interact with suppliers, at some level local institutions and casual service providers

VIII. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Shall be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that shall be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

IX. Working Conditions, Travel and Environment

- The duties of the job require regular job attendance of at least five days per week. shall be available to work outside normal office hours or at the weekends as required.
- Shall be able to travel as required for standard domestic and international business purposes.
- While performing the duties of this job in the field, the employee may be exposed to precarious



settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

x. Academic Qualifications and Professional Experience

- High School Certificate or Diploma in Logistics Purchasing & Supplies Management, and/or other related disciplines.
- Previous experience of at least 1 year from working as a storekeeper/Logistics Assistant in a humanitarian/recovery context.
- Knowledge of donor rules in the view of commodity and warehouse management is an asset.
- Strong working knowledge of English (spoken and written).
- Experience in managing warehouses with food and NFIs.
- Experience in managing inventories.
- Previous experience work in Duk/Ayod of similar context will be an added advantage.

xi. Commitment to Anti-Discrimination and PSEA

- We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

I certify that I have read and understand the responsibilities assigned to this position and expected deliverables.

Application Process.

To apply, please! Send your Cover letter and CV as one document, your ID card, and only one highest academic document as a second attachment, do not zip your application. and three professional references to recruitment@ssd-actionagainsthunger.org. Specifying the role you are applying for: Tally Clerk as the title of your email before 5:00 pm January 23, 2026, or Hand delivered to any Action Hunger Office in South Sudan (we strongly recommend online Application). We do appreciate your interest in working with us; however, only shortlisted Candidates will be invited for an interview.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

DUE TO THE URGENCY OF THE ROLE, SHORTLISTING AND INTERVIEWS MAY BE CONDUCTED ON A ROLLING BASIS.

