



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 **Medical Commodity and Drug Officer** to be based in **Warrap and Northern Bar el Ghazal (NBeG)**

Position:	Medical Commodity and Drug Officer
Directly Reports To:	RAMP Project Coordinator
Technical Supervisor:	HOD Health and Nutrition Department
Starting date :	15 th April 2026
Opening:	3 rd March 2026
Closing:	23 th March 2026
Location:	Warrap and Northern Bar el Ghazal (NBeG) TBD



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 Quarters in New York City and Washington D.C., and an 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

Position Summary

Action Against Hunger has received a three -year contract from the Power of Nutrition (PON) to implement flagship Relapse to Acute Malnutrition Prevention ("RAMP") project in South

Sudan, The Relapse to Acute Malnutrition Prevention (RAMP) project is designed as an extension of the existing Community-based Management of Acute Malnutrition (CMAM) model rather than a parallel system. Under this approach, children who recover from Severe Acute Malnutrition (SAM) remain under care at the same facility and with the same health staff for an additional six months of follow-up and preventive support, instead of being discharged immediately after recovery. The overall aim of the RAMP project is to deliver a cost-efficient, evidence-based package of interventions that addresses the current service gap for children recently recovered from SAM. By strengthening post-recovery follow-up and preventive care, the project seeks to reduce repeated episodes of relapse and ultimately lower the overall burden of acute malnutrition.

The RAMP Nutrition Officer's purpose, engagement and expected delivery are:

Purpose:

As a key member of the project team, the RAMP Nutrition Officer will efficiently coordinate and manage medical commodities and drugs for the ACF Health and Nutrition projects in NBeG State, South Sudan. This role requires the Medical Commodities and Drug Officer (MCDO) to swiftly receive medical supplies and equipment while adhering to best practices and maintaining audit-compliant records.

The MCDO is responsible for the overall handling and management of the pharmacy warehouse in accordance with global supply chain policies. Additionally, the MCDO will ensure optimal support for health program teams, providing the necessary resources to enhance project effectiveness

Engagement:

Internally, this position will closely collaborate with the RAMP Researchers, RAMP Project Coordinator, Field Coordinator, logistic team in Field and the Country office, Health & Nutrition Program Manager, and Nutrition Officers, as well as other Action Against Hunger health and nutrition staff. Externally, the role will engage with the Nutrition Assistant at the target nutrition facility and other health staff operating within the target areas to ensure coordinated and effective implementation

Delivery:

The RAMP Medical Commodity and Drug Officer will be responsible for supporting the delivery of high-quality post exit implementation at health facilities included in the flagship Relapse to Acute Malnutrition Prevention ("RAMP") project

II. Essential Job Duties

MAIN RESPONSIBILITIES AND TASK

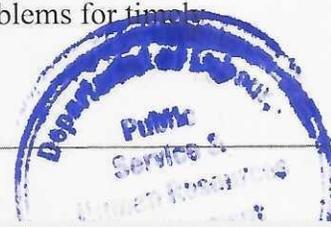
Technical support to enhance planning, forecasting, procurement and management



- Developing annual Medical and Nutrition supply plans based on needs, and available resources.
- Manage drugs and commodities store with standard medical store guidelines and proper documents
- Supports Drugs and medical commodities forecasting activities in coordination with Health and Nutrition manager and RAMP specialist, FC, and Logistic Team,
- Ensure the adequate forecasting that cover both regular ACF,s Health and Nutrition programming and the contingency stocks required at every level.
- Manage the procurement of the Medical and nutrition supplies to ensure the optimal flow of the supplies to the country without interruption or overstocking.
- Follow the delivery of supplies until it reaches the last mile delivery.
- Ensure availability, functionality, and proper calibration of anthropometric equipment (e.g., weighing scales and height boards) at the start of each day
- Support the health post's RAMP Nutrition Assistant to monitor the stock of nutrition supplies (e.g., RUTF, RUSF, other CMAM materials), including completion of bin cards
- Follow consumption and request report of nutrition products and supplies, and collaborate with RAMP Research Manager to provide accurate and timely stock forecasts and supply requests to avoid stockouts
- Track inventory, analyze data, and create dashboards to identify bottlenecks and prevent stockouts or supply diversion
- Setting up and implementing ACF's drug and medical commodity store management monitoring system to ensure quality of the warehouse. –
- Manage the ACF's drugs and commodity stores in project implementing areas
- Update the stock cards immediately after the delivery of goods and record the reference number of the delivery document or stock request.
- Carry out stock rotation by FIFO/FEFO to ensure no products expires on the stock or becomes obsolete.
- Ensure adequate buffer and contingency stock of nutrition supplies as per the supply plan in the different warehouses of ACF's
- Manage drugs and commodities store with standard medical store guidelines and proper documents

Drugs and Nutrition supply monitoring.

- Closely monitor the movement of nutrition supplies at all levels and ensure the availability of real time updates at any given time for each item at each level.
- Conduct monitoring visits to the nutrition warehouses to ensure the appropriate warehousing and stock management. This includes visits to UNICEF and partners warehouses at the national and subnational levels.
- Participate in the monitoring visits on the service delivery sites to ensure the effective nutrition programming including the adherence to the supply use as per the national guidelines. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.





- Ensure timely monitoring of supplies diversion and looting and keep complete reporting requirement for the relevant donors.
- Work actively with the third-party companies to ensure that the nutrition supplies component is integrated into monitoring tools, and that findings are tracked and acted upon with the relevant field offices and sections.
- Monitor and report on the use of the nutrition supplies with comparison of the annual targets and admission, provide regular analysis, and identify the potential over-under consumption and work actively with FOs to address them systematically.

Support innovations, capacity building and knowledge management in drugs store and Nutrition commodity supply chain management:

- Supports capacity building of Medical and nutrition supply focal points at federal, state, and locality levels on nutritional supply management including the proper planning, forecasting, distribution, and stock management.
- Prepare and implement capacity building plan based on the assessed needs.
- Support innovations in timely monitoring and reporting of supply status and stock out at all levels. This includes – but not limited to – RapidPro, LMIS, DHIS, and other innovations.
- Identify, capture, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Promote good practices to support the effective delivery of nutrition supplies at all contexts.
- Participate as a resource person in capacity building initiatives to enhance the competencies of stakeholders.

Supervisory Responsibilities

- Provides technical support and supervision to the RAMP Nutrition Assistant and CNVs on the effective, at scale and timely implementation. S/he will provide analysis of the implementation modalities to improve the quality-of-service delivery in the intervention areas where Action Against Hunger operates.

IV. Fiscal Responsibility

- No fiscal responsibilities.

V. Physical Demands

- To travel to the field, the employee must attest to a level of physical fitness capable of enduring physically difficult, highly stressful situations, including the necessity to ride in a vehicle over difficult terrain for an extended period of time, walk long distances, and carry heavy objects.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



VI. Working Conditions, Travel and Environment

- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required by contact with the missions, mission security, or other obligations.

VII. Gender Equality Commitments & Zero Tolerance to Abuse

- Foster an environment that reinforces values of people of all genders equal access to information
- Provide a work environment where people of all genders must be evaluated and promoted based on their skills and performance
- Promote a safe, secure, and respectful environment for all stakeholders, particularly for children, beneficiaries, and members of staff
- Help to prevent any type of abuse including workplace harassment and sexual abuse and exploitation.
- Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status
- Value and respect all cultures

Required Qualifications and Professional Experience

- Bachelor degree in relevant field B.Pharm. - Certificate in Supply Chain sector is an asset. - At least 3-4' years' experience in relevant field of work Ability to work well in a team. - Ability to travel in remote IDP camps and costal region. - Familiar with international and national standard of drugs and drugs supply chain management. - Knowledge of pharmaceutical stocks management with ERP system is preferable. - Good in read and write of Myanmar, can communicate in English language. - Good in speaking and understanding local dialects.
- Experience with implementation of CMAM/IMAM protocols, including OTP and TSFP admission and discharge criteria, follow-up procedures, and reporting tools
- Practical experience of working in INGOs is preferable

IX. Required Skills

- Candidates must be from or living in South Sudan, as they will be acquainted with the area and can communicate in the local language
- Fluency in Arabic and Dinka is required; proficiency in English preferred
- Training and experience in taking accurate anthropometric measurements, including MUAC and edema
- Experience in providing Medical and Nutrition commodity manager
- strong organizational skills and attention to detail
- Ability to take initiative and prioritize multiple tasks with minimum supervision
- Good judgement and problem-solving skills, strong communication skills and documentation habits

- Excellent interpersonal skills and the ability to work both independently and as a member of a team
- Genuine interest in and commitment to the mission and principles of Action Against Hunger

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.

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 and Location: Medical Commodity and Drug Officer, as the title of your email before 5:00 pm 23 March , 2026, or Hand delivered to Action Hunger Office in South Sudan- Warrap- Alek or Kuajok Office / NBEG- Aweil or Maluakon Office (However 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"

*Approved by Acting Director of Labour,
Warrap state - Kuajok.
- Labour card is one of the requirements
to apply.*

*KD
04/03/2026*

