



## VACANCY ANNOUNCEMENT

### Logistics Officer (1 Position)

#### Position Summary

Department	Program
Country	South Sudan
Duty Station	Juba, South Sudan (with 50% field travel to site, Akobo West)
Expected Start Date	1 <sup>st</sup> Jan 2026
Duration of Contract	12 months renewable depending on performance
Reporting to	Program Manager/Livestock Specialist/ CD
Contract Type	This is a National Position

#### Background

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization, engaged in the field of veterinary relief and development work providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, marketing, and food safety, VSFG works towards food security and strengthened livelihoods of pastoralist communities. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Uganda and Somalia.

VSF Germany seeks to recruit qualified and well experienced staff for the position of **Logistics Officer (1 Position)**

To be based at VSF Germany office at the field **location Akobo West**, South Sudan with **50% field base**. The holder of this position will have an overall environmental and social safeguards oversight for all projects implemented in South Sudan Country Program under VSF Germany.

determined by the level of experience as assessed during the recruitment process. **Female candidates are highly encouraged to apply.**

## **Principal Duties and Responsibilities**

This position will be assigned the following duties and responsibilities:

### **Procurements:**

- Support on development and review of procurement plan for the project
- Provide support to local procurements and ensure all procurements are done within organization's and Donors guidelines/ procedures.
- Collect purchase/service requisitions and process procurement as per organization's policy
- Update regularly procurement status report and communicate program department and field project offices on progress.
- Work with country office logistic manager to ensure project supplies are procured and delivered to project locations/sites on time.
- Ensure adequate controls on inflow and outflow of projects supplies from store to other projects sites,

### **Fleet**

- Management of all transport including staff travel bookings, Visa processing and sharing travel documents to respective staff/consultants/other guests in time
- Review and implement process of contracting transport and accommodation services for staff and other VSF-G clients at state level; i.e. ensure availability of and safe means of transport to and from airport, sufficient accommodation services to staff/VSFG clients on transit.
- Support country office to ensure all field equipment and automotive have active insurance covers,
- Ensure vehicles and related equipment are well maintained and serviceable; i.e. car repairs, equipment, first aid kits replenishment, communications etc.
- Review and supervise vehicle movement and maintenance by ensuring all travels permitted, sufficient control on fuel, car service among others.
- Collect monthly vehicles log sheet of VSF Germany and rented vehicles and evaluate each vehicle's fuel consumption, availability and utilization.
- Ensures that Program vehicles are checked annually in accordance with South Sudan Ministry of Road and Transport office regulations and all Drivers have valid driving licences and conducted eye test as required,

### **Assets and inventories:**

- Oversee the maintenance of a live, up-to-date Fixed Asset Register ensuring all assets are labeled and current locations of all assets are known and reported,
- Ensure appropriate disposal of assets is followed in accordance with VSFG and donor guidelines,

#### **Reporting:**

- Ensure procurement, stock inventory, asset registers and fleet reports are correct, produced on time and shared to operations manager on monthly basis for planning and control.
- Support end of project documentation to ensure all assets are recorded and or disposed of as per VSFG and donor guidelines.
- Attend to any other duties as assigned by logistics manager.

#### **Experience, skills and knowledge requirements**

- BA Degree in logistics and supplies chains management/ Management/ Accounting or related field or its equivalent.
- Minimum five (5) years' relevant experiences in logistics management in INGO with significant procurement and logistics functions preferably in humanitarian organizations.
- Knowledge of international procurement standards.
- Good spoken and written English is essential.
- Strong computer skills in Microsoft packages, including Word, Excel, online application of MSD-365 software and Outlook
- Flexible/motivated
- Ability to work under pressure with limited supervision

Firm belief in teamwork, gender equality, sensitivity to HIV/AIDS, participatory approach and sustainable development

#### **Reporting Lines**

#### **Program Manager/Livestock Specialist/ CD**

#### **How to apply:**

Interested and qualified candidates should submit an application letter indicating current pay and CV plus 3 names of referees (*one of them being their immediate supervisor*) with their full contacts through: <https://forms.gle/DzYuz7dFzXU5fA1j6>

Only short-listed candidates will be contacted for interviews. **Closing date for receiving applications is 16th January 2026.** *VSF Germany is an equal opportunities employer. **Female candidates are strongly encouraged to apply.***

**DON'T SUBMIT** copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position in your email or on the cover of envelop and or application letter.

**Due to the urgency, assessments of the applications will be an ongoing basis as applications are received.**

**Disclaimer:**

**VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.**