



KONETA

JCC SACCO Building, Ground Floor
Buluk, Juba, South Sudan

Tel: Juba +211 924 044 045



JOB ADVERTISEMENT FOR PROCUREMENT AND LOGISTIC ASSISTANT (External and Internal)

ABOUT KONETA

KONETA is a humanitarian and Development National Non-Governmental Organization in South Sudan legally registered with Relief and Rehabilitation commission (RRC). The core mandate of the organization is to drive and champion local and sustainable innovations to improve social economic status and quality of life particularly of the disadvantaged group of people (Youths, Women, children and Person living with Disabilities through provision of Digital innovations and practical entrepreneurship skills, integrated health, Nutrition, Food security and sustainable livelihood, Water Sanitation and Hygiene (WASH), Education both basic and life skilling through vocational programs, social protection and peace build interventions in order to improve the social economic status to restore the hope among the most venerable communities in south Sudan. Our ultimate goal is to reach people in the entire country to build the resilience through sustainable local innovative initiatives.

PROJECT BACKGROUND:

KONETA, is committed to promoting health and well-being in communities across South Sudan. we are implementing an innovative initiative focusing on improving the quality of Diets for young children 6-23 months through local technologies aiming at reducing all forms of malnutrition, and enhancing the overall quality of life for children and families. KONETA seeks to recruit a **Procurement and Logistics Assistant** to strengthen procurement systems, supply chain management, and logistical support in compliance with organizational policies and donor requirements.

Job Title: Procurement & Logistic assistant - (01 Position)

Location: Yei River County Central Equatoria state Republic of South Sudan.

Report to: Program manager

Contract duration: 6 months with possibility of renewal upon performance and availability of fund

Application Deadline: 23rd Jan 2026 at 4:00PM CAT

Status: Non-Relocatable



Position Summary

KONETA is seeking an experienced, result oriented and passionate Peanut Butter Production Assistant to support the entire peanut butter production cycle while also contributing to community nutrition activities. The role combines hands-on food processing, volunteer management, quality assurance, and nutrition outreach, using latest local innovations, appropriate technologies, and community-based skills.

The successful candidate must be practical, organized, results-oriented, and committed to improving nutrition outcomes at both production and community levels.

Background

KONETA is a national non-governmental organization dedicated to improving nutrition, livelihoods, and community resilience through accountable, transparent, and efficient programming. To support the effective implementation of its projects, KONETA seeks to recruit a **Procurement and Logistics Assistant** to strengthen procurement systems, supply chain management, and logistical support in compliance with organizational policies and donor requirements.

Purpose of the Position

The Procurement and Logistics Assistant will support the timely, transparent, and cost-effective procurement of goods and services and ensure efficient logistics, warehousing, asset management, and distribution to program sites. The position plays a critical role in enabling uninterrupted nutrition and community programs through strong operational support.

Key Roles and Responsibilities

1. Procurement Support

- Support procurement of goods, works, and services in accordance with KONETA procurement policies and donor guidelines.
- Assist in preparation of **purchase requests (PRs), requests for quotation (RFQs), bid analysis, purchase orders (POs),** and contracts.
- Obtain quotations, conduct price comparisons, and support supplier selection in a transparent and competitive manner.
- Maintain accurate and up-to-date procurement files, records, and tracking tools.
- Support vetting, registration, and performance monitoring of suppliers and service providers.

2. Logistics and Supply Chain Management

- Support planning and coordination of transportation and delivery of supplies to project sites.
- Track movement of goods from procurement to final delivery and distribution.
- Ensure timely clearance, receipt, and inspection of procured items.
- Coordinate with program teams to align supply needs with implementation plans.

3. Warehouse and Inventory Management

- Support proper storage, handling, and organization of goods in warehouses.
- Maintain updated **stock cards, bin cards, inventory lists, and waybills.**
- Conduct regular physical stock counts and reconcile with records.
- Ensure proper labeling, safety, and preservation of nutrition and non-food items.

4. Asset and Fleet Management

- Assist in maintaining updated **asset registers** and tagging of assets.
- Support routine asset verification and reporting.
- Assist with fleet-related logistics including vehicle movement tracking, fuel records, and maintenance schedules.

5. Documentation, Reporting & Compliance

- Ensure all procurement and logistics documentation is complete, accurate, and well-filed.
- Support preparation of procurement and logistics reports for management and donors.



- Ensure compliance with donor regulations, internal controls, and audit requirements.
- Support audit processes by providing required documentation and explanations.

6. Coordination and Support

- Work closely with Finance, Program, and Administration teams to ensure smooth operations.
- Support field teams during distributions and large-scale logistics operations.
- Perform other related duties as assigned by the supervisor.

Required Qualifications

- Diploma or Bachelor's degree in **Procurement, Logistics, Supply Chain Management, Business Administration, or related field.**
- Minimum **2 years' experience** in procurement and logistics with NGOs, humanitarian, or development organizations.
- Experience working in emergency or nutrition programs is an added advantage.

Skills and Competencies

- Strong understanding of **procurement and logistics procedures** in NGO settings.
- Knowledge of **donor compliance requirements** (e.g., UNICEF, WFP, USAID) is an asset.
- High level of integrity, transparency, and accountability.
- Strong organizational, documentation, and time management skills.
- Ability to work under pressure and meet deadlines.
- Proficiency in Microsoft Office applications.
- Fluency in English; knowledge of local languages is a strong advantage.

Personal Attributes

- Results-oriented and committed to quality output.
- Respectful of human dignity and community values.
- Flexible, proactive, and solution-focused.
- Physically fit for production-related work.
- Passionate about nutrition, food security, and community development
- Experience in conducting nutrition assessments, surveys, reporting and data analysis.
- Knowledge of nutrition-related policies and guidelines at the national or international level and familiarity with international and national humanitarian operations, coordination systems and mandates of donors (UN agency and other NGO).
- Strong interpersonal skills with ability to engage respectfully with diverse communities.
- Fluency in **English**; local languages (e.g. Local Arabic, Bari and any other language spoken in Yei) is strongly advantageous.



Gender Equality Commitments

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated based on their skills and performance.
- 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 respects all cultures.

Key Note



- **KONETA** is an equal opportunity employer and encourages applications from individuals of all backgrounds, regardless of gender, ethnicity, disability, or other status.
- **KONETA** is a results-oriented organization committed to delivering measurable impact and timely outcomes. Successful candidates must demonstrate a strong drive for results, accountability, and performance excellence, while upholding human dignity, ethical standards, community respect, and humanitarian principles.
- **KONETA** has a **ZERO-TOLERANCE APPROACH TO SEXUAL EXPLOITATION AND ABUSE (SEA)** policy during recruitment process and all its programs. In **KONETA**; Sexual exploitation and abuse constitute act of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal during recruitment and any engagement with **KONETA**, Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior are prohibited.
- Due to the urgency of this position, applications will be reviewed on rolling bases and the position may be filled before the stated deadline if qualified candidates are identified. Interested applicants are therefore strongly encouraged to submit their applications promptly.

How to Apply:

Interested candidates should send their updated CV, a cover letter, relevant academic credentials and National ID to: hr@konetahub.org copied or hand delivered to **KONETA** Yei Field office located at Yei Resource Centre next to CAD or **KONETA** Head office Juba at JCC SACCO Building Ground floor before. **27th January 2026 at 4:00PM CAT**. Female candidates are highly encouraged to apply. Please include “Procurement and logistic Assistant-Koneta-Yei-2026” in the subject line/envelope.

