

Procurement and Logistics (ProLog) Officer - DCA

South Sudan Country Office

Are you a visionary and passionate professional within Procurement and Logistics? Have you got solid experience in the humanitarian sector, that you can bring into the DCA Country Programme and ensure quality procurement and logistics processes? Do you have experience in capacity strengthening of partners?

Then you might be our new Procurement and Logistics Officer in DCA Country Office South Sudan!

DanChurchAid (DCA) is an International Non-Governmental Organisation with headquarters in Copenhagen, Denmark. The organisation was founded in 1922, and have country offices in 19 countries across Africa, the Middle East, Ukraine, and Asia.

DCA has been active in South Sudan since 2007 and works within the three Global Goals of DCA – Save Lives, Build Resilient Communities, and Fight Extreme Inequalities. We work across Upper Nile, Jonglei, GPAA, Central Equatoria, and Eastern Equatoria States primarily through national partners.

The Role:

The Procurement and Logistics Officer is responsible for ensuring timely, transparent, and cost-effective procurement and logistics support to humanitarian programs in South Sudan. The role ensures compliance with organizational policies, donor regulations, and local laws while maintaining uninterrupted supply chains in complex and high-risk operating environments.

The ProLog Officer for DCA South Sudan will work under the supervision of Head of ProLog, he/she will ensure accurate, transparent, and compliant procurement management for DCA South Sudan.

This position requires strong interpersonal, communication and organization skills with highest level of integrity, the ProLog officer will work in conjunction with Juba and field operations team, ProLog team to facilitate and implement procurement and logistic systems and procedures, procurement planning, Logistics systems and procedures as well as filling and documentation of all DCA Projects.

Duties and Responsibilities:

Procurement:

- Collectively with the procurement specialist participate in the implementation and maintenance of an effective procurement system and temporary storage of all project materials and commodities before and during transition to the field while safeguarding DCA procurement policy and Procedures.
- Manage procurement and logistics processes for projects funded by ECHO, USAID/ DoS, and Dutch government and other Donors.
- Develop and implement procurement and logistic strategies with local partners
- Work on projects procurement plans, tendering, and contract management.
- Ensure compliance with donor regulations and organizational policies
- Coordinate with logistics and program teams for timely delivery of project items. To the destination
- Build and maintain supplier relationships
- Monitor ProLog performance for the implementing partners and identify improvement areas and update the head of ProLog accordingly.
- In collaboration with program staff Coordinate transportation and fleet management and ensure assets for each project are updated accordingly.
- Upload DCA ProLog documents in PPD as per the approved procurement plan in orderly manner and other logistics related documents.
- Work closely with procurement specialist to ensure Framework Agreements are streamlined and updated periodically.
- Provide. Detail prolog update and share such information with Head of ProLog
- Carry out Market surveys both in Juba and all DCA operation areas and share price list and product catalogue.
- Support DCA partners by building their capacity and periodically conduct field visits to DCA

program sites.

- Lead bid analysis, vendor selection, and contract award processes ensuring transparency and value for money.
- Draft purchase orders, contracts, and service agreements and ensure proper authorization.
- Maintain an updated supplier database, including performance evaluations.
- Communicate clearly, consistently, and quickly by email and phone.
- Short term travel to support the field bases for procurement support, such as covering in the absence Prol and any other duty assigned by line manager.
- Immediately report any issue of integrity to DCASS Head of ProLog.

Logistics & Supply Chain Management

- Coordinate transportation of goods and equipment by road, river, and air, considering South Sudan's infrastructure constraints.
- Plan and oversee last-mile delivery to remote and hard-to-reach project sites.
- Coordinate customs clearance for imported goods through South Sudan customs authorities and relevant ministries.
- Liaise with freight forwarders, transporters, and clearing agents.
- Monitor shipment tracking, delivery timelines, and resolve delays or losses.
- Warehouse & Inventory Management
- Oversee warehouse operations ensuring proper storage, safety, and organization of humanitarian supplies.
- Ensure accurate stock records, bin cards, waybills, and inventory tracking systems are maintained.
- Conduct regular physical stock counts and reconcile discrepancies.
- Ensure proper handling of medical supplies, food items, NFIs, and high-value assets.
- Implement loss prevention, anti-diversion, and asset safeguarding measures.

Fleet Management

- Support fleet operations including vehicle allocation, movement planning, and fuel management.
- Ensure vehicles are properly maintained, insured, and compliant with safety standards.
- Review vehicle logbooks, fuel consumption reports, and maintenance records.
- Coordinate driver schedules and ensure adherence to security and road safety procedures.

Compliance, Reporting & Documentation

- Ensure all procurement and logistics documentation is complete, accurate, and audit ready.
- Maintain procurement files including bids, contracts, delivery notes, and payment documents.
- Prepare logistics and procurement reports for management and donors.
- Support internal and external audits by providing required documentation.
- Ensure adherence to anti-fraud, anti-corruption, and ethical procurement standards.
- Coordination & Liaison
- Work closely with program, finance, and security teams to align logistics support with program needs.
- Liaise with local authorities, vendors, UN agencies, clusters, and partner organizations.
- Participate in logistics and supply chain coordination meetings at field and nation

Required Competencies:

- Expertise and at least 5 years of experience working in procurement and logistics
- A bachelor's degree within a relevant field
- Excellent command of written and spoken English
- Good understanding of Project Cycle Management, humanitarian and do-no-harm principles, HRBA and Protection Mainstreaming
- Experience in working with and capacity strengthening local partners, including design and

implementation of adult learning and Training of Trainer concepts, and adjustment and development of training material, tools and guidelines

- Team player with excellent communication and strong participatory leadership skills
- Willingness to travel to remote areas in South Sudan and internationally when required
- Ability to plan and coordinate several concurrent processes without losing oversight.

What can DCA offer you:

The successful applicant will be offered **a contract until December 2026 with the possibility of extension** dependent on both funding and performance.

The position is for **South Sudanese nationals**. Women and minorities are strongly encouraged to apply.

Expected starting date: 15.05.2026 or at earliest possible date after this.

Working hours: 40 hours per week.

Interested candidates should apply through:

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

Deadline for applications as described above are the 24th of April 2026.

For further information regarding DCA, please visit our website at: <https://www.danchurchaid.org/>

Only applications following the abovementioned procedures will be considered and only shortlisted candidates will be contacted.