

External Job Advertisement

Procurement/Data Officer

The Viable Support to Transition and Stability (**VISTAS**) Program is USAID's flagship program in South Sudan. The Program's goal is to mitigate the further spread of communal violence and rising tensions in critical areas where conflict may have national implications. VISTAS targets lower-level, local conflicts which are vulnerable to higher level political manipulation or which may impact the national dynamics and reflects the new context and the different dynamics on the ground.

VISTAS objectives are:

- To increase space and tools to manage conflict and tensions. VISTAS identifies opportunities within and across communities in critical areas to mitigate disputes, promote peace messages, and strengthen the tools and resources needed to build trust and find solutions to problems.
- To build cross-line interdependency to promote peaceful coexistence. VISTAS works with actors and communities in critical areas to promote and establish mutually beneficial interdependence and understanding of the value of maintaining a positive and peaceful coexistence.
- To promote a more informed community. VISTAS work to promote access to reliable and trustworthy information for communities in critical areas in order to mitigate political manipulation and misinformation that could lead to further tensions and conflict.
- To engage communities in trauma awareness to lay the foundation for healing and reconciliation. VISTAS works with communities to understand how trauma has perpetuated historical tensions and begin to bridge these divides, paving the way to reconciliation through other processes.

Currently VISTAS operates in areas within Upper Nile, Jonglei, Lakes, Unity, Northern Bahr el Ghazal and the Equatorials

Position Title: Procurement/Data Officer

LTTA: Long term: One (1) year- with possibility of extension)

CCN: South Sudanese

Location: Juba

Reports to: Procurement Director

Key Responsibilities:

- For construction works, key unit prices from received financial bids into the bid matrix, making sure that it is ready to be sent to the cost evaluation process.
- Conduct the necessary follow up to ensure that all needed checks and verifications for the cost analysis are completed in a timely basis, making sure that the draft cost memo and the matrix reaches verifiers and get them signed and completed.
- Keep the procurement tracker updated and ready for weekly sharing with other team members.
- Keep the PO tracker updated.
- Keep the payments approvals tracker updated.
- Participate in Bid opening, bid receiving activities.
- Carry out any other assignments as per the work load in procurement department. And based on instructions from Procurement Director.



Qualifications:

- Minimum BSc. Degree in accountancy, procurement, or business administration.
- Minimum 3 years of experience in similar work environments.

Competencies needed:

- Excellent knowledge with MS Excel, MS Word, and MS Outlook.
- Excellent English Language written and spoken.
- Blind typing is highly preferred, especially with the 10 keys numerical board.

HOW TO APPLY FOR THIS JOB:

Interested candidates who meet the above mentioned conditions should submit their application letter and CV listing three references and a phone number or other contact details to: **The Human Resources & Administration Director, AECOM International- Kololo Road, Road No 5, Block No 3 K South Tongping, near the Immigration Office, Juba, South Sudan Or e-mail to vistas.recruitment@aissudan.com. Not later than July 26th 2017.**

Note, AECOM International South Sudan is an equal opportunity employer; it does not discriminate on the basis of religion, race or political affiliation. Female candidates are highly encouraged to apply. In the subject line of thee-mail, please put the job title and location of the position.

Only shortlisted candidates will be notified for interview,

