



HEALTH ACTION AID

Health Action Aid

For sustainable health services



Job Description

Position Title	Logistics & Procurement officer	Length of Contract	One(6) Months
Duty Station	Juba	Type of contract	Volunteers
Department	Operations		
Reporting relationship	Log & Procurement Manager		
Opening Date	10 th -19 th Oct 2017		

Country Program overview

Health Action Aid is a national non-governmental organization , registered and incorporated under chapter 3, section 10 of South Sudan NGOs’ Act, 2016 with the Relief and Rehabilitation Commission (RRC) in 2017. Health Action Aid headquarter is located in Juba and will potentially scale up to other parts of the country. There are five(5) key programs in the Organization; Maternal child Health(MCH), HIV/AIDs and TB, Malaria, Nutrition and WASH. Integrated community case management(ICCM) is the primary model of intervention and it’s tailored at both facility and community level following the South Sudan Boma Health Initiative(SSBHI).

South Sudan is one of the most underdeveloped countries in the world. Many years of chronic civil wars with Sudan, and internal conflicts before and after the independence eroded the physical and social infrastructure that among other things resulted into destruction and collapse of the health system. As a result, the overall structural framework for delivery of health care services to the entire population particularly, neonatal, maternal and child health services to the entire population in the country was greatly disrupted.

As a non-profit organization, Health Action Aid (HAA) is established to address these challenges with a vision to provide sustainable health interventions through provision of comprehensive health services, focusing on identified health gaps that undermine human development; and to reduce the vulnerability of children and mothers in South Sudan.

Job Purpose:



Tel: +

P.O.Box Private Bag
Munuki Block “B”
Juba, South Sudan

Web: www.healthactionaid.org
Email: healthactionaid@gmail.com
info_healthactionaid@gmail.com



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The logistics and procurement officer identifies and evaluates suppliers/vendors, arranges for transportation of purchased goods, supplies and services, identifies and develops strategies for addressing logistical barriers, monitors use of materials and resources and ensures quality record keeping.

In addition, the logistics and procurement officer will ensure the timely and cost effective procurement and delivery of supplies and materials for the smooth implementation of project activities.

Scope of Work:

- Ensure consistency in procurement, and that all purchases are consistent with the needs of the programs and in compliance with the Health Action Aid procurement policy
- In close collaboration with the line Manager, invite suppliers/vendors to submit competitive bids with price proposals and negotiate and award contracts for the supply of goods and services
- In close collaboration with the line manager, ensures legal compliance and that all purchasing activities follow Health Action Aid's and donor policies and regulations
- Run a procurement process in a transparent way
- Evaluate Suppliers and ensure that Health Action aid only works with competent and reliable suppliers/vendors
- Collaborate with the procurement committee to evaluate all potential suppliers before entering into supply contracts.
- Coordinate purchases and organizes for transportation of purchased goods/suppliers to field locations, and ensure that the requesting officer receives the supplies in good conditions and signs for them
- Oversees management, movement and maintenance of Health Action Aid's vehicles and handles other logistical issues such as fuel supply, driver management, insurance coverage, general vehicle servicing, log book management, licencingetc
- Identify and address barriers that decrease operational efficiency in the logistics and procurement department, including developing a strategy to improve communication between the departments and with suppliers to make inquiries on unclear orders or delivery timelines
- Monitoring the use of purchased goods and materials and minimize fraud and waste. Monitor stock of goods and supplies and improve record keeping

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- Organize training for store managers and other staff
- Coordinate and track movement of supplies and ensure that once purchase orders are received, they are packed, stored and transported timely and in good condition with the appropriate documentation
- Manage the warehouse and take responsibility for the storage of supplies and materials, warehouse management duties include maintaining inventory, ordering shipping materials, operating necessary equipment and managing warehouse personnel
- Analyse supply chain systems and ensure that aspects of the logistics functions, such as transportation/freight, warehousing and procurement are working together to fill orders and deliver supplies on timely bases.
- Draft contract for suppliers and ensure that all legal aspects are verified and that the contract is per Health Action Aid standards
- Prepare and maintain logistics contracts and service agreement management tracking system to ensure that responsible staff are aware the payment datelines, contract renewals and non-renewals and provide schedules and deliverables
- Review contracts and service agreement periodically and recommend amendments/changes to the logistics and procurement manager for approval
- Verify the warrant and guarantee conditions to ensure that assets which do not serve the appropriate duration and use according to its utilization are returned and claims are processed.
- Conduct and update Assets registry and ensure that all purchased assets are indicated with serial numbers, assets numbers, value, date of purchase and current location and user in cooperation with the staff

Requirements:

Diploma in Supply chain management, BA, Procurement or logistics. A Degree is an Added advantage

At least 1 year relevant work experience in logistics and procurement management with a credible institution preferably an NGO or the UN system

Strong command of MS Suit

Experience in liaising with other organisations and government officials;

How to apply:

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Interested Candidates are requested to submit their applications, updated CVs and scanned copy of their nationality ID not later than 19th Oct 2017 to HR department, Health Action Aid , Juba Head office Hai Kuwait, Block 'B' Munuki Bilpham road. Or email to:

hrhealthactionaid@gmail.com

Health Action aid is an equal opportunity employer. Merits, competency and past performance are the key parameters embraced.

Only shortlisted candidates will be contacted for an Interview and all Applications submitted will not be returned.



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