



### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose additional technical capacity is required. Therefore, Cordaid would like to recruit the **Procurement Officer**

**Position:** Procurement Officer  
**Based Location:** Juba with 10% travel to the field site  
**Number of positions:** One (1)

### Reporting line

The Procurement Officer reports to the Logistics and Procurement Manager

### Purpose of the position

The Procurement Officer will ensure the timely and cost-effective procurement of supplies and relief goods for the smooth implementation of projects activities

### Responsibilities and Accountabilities

1. Responsible for national and international procurement of goods and services for the Country Office
2. Enforce internal control procedures and compliance with Cordaid and donor procurement regulations
3. Ensure that procurement request forms from managers comply with Cordaid's procurement policy and guidelines and are processed promptly.
4. Maintain and execute a quarterly procurement plan for each programme/department
5. Request for quotation's and prepare Comparative Bid Analysis, Purchase Orders and Supplier Contracts. Waivers as well as Goods Received Notes, Service Competition Note for each procurement transaction.
6. Plan, coordinate and conduct national and international tendering processes in consultation with the Logistics and Procurement Manager. Ensure to provide the secretariat duties as required for the Procurement and Tender Committee.
7. Draft and submit the procurement evaluation report of tenders to the Logistics and Procurement Manager for consideration.
8. Establish a procurement tracking sheet for all Purchase Request (PR) activities and daily update of tracker through the server. Ensure that the inputs from the individual tracker is shared with the Procurement Manager and provide advance warnings of delays / shortages or other problems to programme managers.
9. Ensure that the procurement documents are filed in chronological order and as per the procurement process for audit purpose.
10. Establish a data base of qualifying suppliers and analyse the supplier's data base to ensure that the suppliers on the suppliers list are with appropriate valid license and tax certificate. Take appropriate action to discard suppliers who do not meet the required standards.



11. Present weekly/monthly procurement reports and updated procurement plan to the Logistics and Procurement Manager for the Senior Management Team presentation and update.
12. Conduct field visits to sub offices as requested by Logistics Manager to support procurement activities at field level including systems implementation.
13. Substitute the Logistic Manager during his absence.

#### **Contract Management**

1. Draft contract for suppliers and ensure that all legal aspects are verified, and that the contract is as per Cordaid standards.
2. Prepare and maintain logistics contract and service agreement management tracking system to ensure that responsible staff are aware the payment deadlines, contract renewals and non-renewals and provide schedules and deliverables.
3. Maintain a matrix of clear roles and responsibilities for all individuals involved in the logistics contract and service agreement management and monitoring.
4. Review contracts and service agreements periodically and recommend amendments/changes to the Logistics and Procurement Manager for approval by the Country Director.
5. Review, record and conduct an evaluation of the contractor's/supplier's performance as per the contract/ToR (Supply/Works/Services) for future reference. Communicate with managers of performance not met and advise on mitigation to ensure that the certificate of service completion is submitted after the work is completed as per standard.
6. Review the active suppliers/contractors/service providers to ensure that each provider does not exceed the maximum approved period of service. Ensure to suggest a change of providers after every two years of service.
7. Follow-up with service providers and suppliers to submit invoices for payment as per the delivery note and/or service provided.
8. Prepare the received invoice for payment by attaching the relevant support documents including the purchase order and the contract of service. Facilitate and ensure payment of suppliers is made promptly.
9. Ensure that all received invoices are registered in the invoice register (hard copy register) and forward to Finance Department for processing and payment.
10. Ensure procurement procedures are conducted and managed according to the Cordaid Standards and advise on conflict of interest.
11. Conduct any other duties as directed by the Logistics and Procurement Manager

#### **Qualifications, skills and competencies**

1. Degree in Supply Chain Management, Procurement, Logistics or Business Administration
2. At least three years' relevant work experience in logistics and procurement management
3. Strong analytical and problem-solving skills
4. Strong organiser of one's own work, setting the right priorities
5. Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player
6. Good English writing and communication skills
7. Good knowledge of MS office applications as Excel, Word, Power Point, Outlook and e-mail communication.
8. Preferably good knowledge about South Sudan context
9. Strong networking skills

#### **Further information and how to apply**

Interested and qualifying applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

**Or you can drop your hardcopy applications to Cordaid Juba Office at Hai Neem Plot No.35, 3<sup>rd</sup> Class Juba, Jubek State.**

Mention the vacancy reference number position in subject line on the envelopes.

e.g. **CSS07/01/19 Procurement Officer- Juba**

Deadline for submission is by the **15<sup>th</sup> February 2019**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted.

