

VACANCY ANNOUNCEMENT**1. 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 programmes in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan.

Position Title: Procurement officer

Duty Station: Juba county-Central Equatoria State

2. Purpose of the position:

The Cordaid South Sudan Logistics department remains the central nucleus where every activities of the various country programs revolves. The Logistics department provides operational and technical systems and internal control support to the various business units of the country office including procurement, warehousing, asset and security management, warehousing, travel and accommodation services that enhanced the efficient and timely implementation of our various programmes. The role of the Procurement Officer is very crucial in providing timely supply of materials to the programs for smooth implementation of projects including accountability.

3. Key Responsibilities and Accountabilities:

Responsible for the implementation of Procurement services and internal control procedures compliance, transparency on the use of Cordaid and donor funds and accountable for any deviations and misappropriations of project funds through procurement:

- Receive procurement request forms from the different Business Units and ensure that the necessary procedures including specifications, budget codes and signatures are correctly filed in
- Conduct market surveys in collaboration with the Logistics & Security Manager for quotation including phone contact with suppliers and prepare RFQ's, bid analysis, purchase orders, Waivers as well as goods received notes for each procurement transaction
- Establishment of a procurement tracking sheet for all PR activities and daily update of tracker through the server
- Ensure that the approved Cordaid and donor procurement procedures are adhered to by all staff, and that procurement lead times are followed correctly in line with specified deadline on PR request

- Coordinate and apply for import authorisations, tax exemptions, custom clearances and other necessary authorisations for imports of international procurement.
- Establish a data base of suppliers and list of contracts for the country office
- Ensure that a service completion report is prepared and sign by each requestor for every completed PR services before final payment is made by the finance department
- Ensure that all items dispatched to our various locations or directly issued to requestors are documented into waybills and GRN's as applicable
- Work closely with the Logistics & Security Manager in all requirements related Procurement activities
- Ensuring that a proper and transparent filing system for all logistics Procurement document and transactions is maintained efficiently on files and in date order
- Responsible for the maintenance of a procurement pipeline analysis tracking system, and present weekly/monthly procurement report to the Logistics & Security Manager and programme managers
- Produce any procurement related report to the Logistics & Security Manager as needed
- Perform other functions as requested by supervisor based on programme needs for the smooth running of the Cordaid South Sudan Country Programs.

Budget Responsibility:

No Budget responsibility under this position

Other responsibilities

- Liaising with other agencies on supply chain including transportation through the logistics clusters
- Conduct field visits to sub offices as requested by the Manager to support procurement activities at field level including systems implementation.

3. Qualifications, skills and competencies:**Qualifications**

- Bachelors or Diploma in Procurement, Business Management or in relevant field, or proven ability to be able to think and act professionally in all procurement related matters

Experience, skills and competencies

- Minimum of 4 years experiences in procurement services at Officer level, preferably in South Sudan
- Minimum of 3 years INGO working Experience and preferably in South Sudan
- Experience in procurement procedures, systems and reporting skills with different donors
- Networking and negotiation skills and experience with the local market facilities
- Ability to communicate professional professionally
- Willing and able to follow strict Logistics procedure
- Must be Honest and hardworking with a sense of responsibility
- Self-motivated and ability to work independently
- Flexible and willing to work under pressure and to meet strict deadlines
- Capable multi-tasking and working in a team

4. Further information & how to apply

Applications, which must include a motivation letter and current CV in English, including contact details of at least three professional references, should be submitted *before* **April 18th, 2016**, to the following e-mail address: applications.southsudan@cordaid.net, stating "Procurement Officer – Juba" in the subject heading or at Cordaid office behind new UAP Building. NB: this position is for South Sudanese's nationals only.