



## Job Description



<b>Job Title:</b>	Senior Procurement officer
<b>Job Location:</b>	Juba, South Sudan
<b>Reporting to:</b>	Procurement Manager
<b>Posting Date:</b>	15 Feb 2018
<b>Closing Date:</b>	27 Feb 2018

### **OVERALL DESCRIPTION**

#### **General Description of the Program**

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Traditionally GOAL South Sudan has operated in three field sites; Twic County, Warrap State; Agok in the Abyei Administrative Area and in the Sobat Corridor, Upper Nile State. GOAL directly implements a multi-sectoral programme addressing the root causes of poverty and poor health, and has historically responded to a number of emergencies. In December 2013, conflict broke out, and this impacted all of GOAL's operations, though most noticeably in Upper Nile State, where fighting continues. GOAL continues to support the communities with which it has worked with for a number of years, and IDPs who arrive in GOAL's areas of operations, and is currently running a health and nutrition response in Upper Nile and Twic. In the Upper Nile, this has meant that GOAL finds itself working in both government and opposition held areas.

#### **General Description of the Role**

The Procurement Manager will be accountable for the procurement and delivery of GOAL South Sudan orders requested for national (country Head Office) and international purchase, by the various project offices. Specifically, the Procurement Manager will be responsible for ensuring timely, cost effective procurement and delivery of goods and services, which are compliant with GOAL and donor procurement policies and guidelines. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal job description and be able to vary working hours accordingly.

#### **Contribute as a member of the GOAL South Sudan, management team**

- Support the delivery of programming in line with GOAL's mandate, strategy and theory of change
- Meeting the servicing requirements of GOAL donors through first class customer service and collaborative working
- Improving outcomes for beneficiaries through delivery of GOAL South Sudan programme strategy and initiatives and growth targets
- Ensure a robust procurement system – fit for the future and harnessing the extraordinary engagement, diversity, talent and commitment of our people
- Supporting a team environment of continuous learning, growth and development and be held accountable for their commitments
- Developing and maintaining good relations with all project office, suppliers and donors during stint and beyond

#### **Realise high standard countrywide supply chain services through:**

- Manage all national (country Head Office level) and international procurement in line with programme requirements, GOAL procurement policies, processes and quality standards.
- Verify all order quotation requisition forms (OQRFs) for clear descriptions, specs, budget codes and lead time before starting to process them.
- Ensure that requestors are kept up to date of order status, and that goods are of the right specifications and lead times are met.







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- Ensure all orders are processed in timely manner, tracked on overviews and that all relevant documentation is filed appropriately and records are up to date.
- Source new products when requested by programmes and work with HQ Logistics, programmes and Technical Advisors to identify quality standards as required.
- Support periodic reviews of procurement chart and authorisation chart in collaboration with Logistics Coordinator and ACD-S.
- Support the development of FWAs for country HO as well as all the project offices countrywide.
- Work closely with Field Operation Managers for procurement related issues in field level.
- Ensure that the countrywide procurement function is adequately staffed
- Facilitate establishing communication protocols between various procurement department within the country as well as between clients (requesting departments) and the procurement function
- Ensure procurement plans are put for all upcoming and or new projects countrywide
- Produce a weekly, synopsis report for the Logistics Coordinator, providing work plan of the procurement department and status updates cases that draw great interest

### **Ensure significant cost savings for the organisation, donors and beneficiaries through:**

- Ensure "overall best value for money" is achieved through a competitive and transparent procurement process considering quality, availability, time frame, transport and storage costs.
- Advise on best sources of supply and freight options.
- Ensure all appropriate due diligence checks and risk assessments are carried out in line with organisational policy
- Produce detailed management information reports (*separate from the weekly report above*) on a monthly and quarterly basis, including data analysis and recommendations on improving the efficiency of procurement services.
- Support initiatives to improve procurement within GOAL globally, including around emergency preparedness, medical supply and process reviews.
- Ensure professional management of all suppliers including maintaining good supplier relations and supplier performance review against key performance indicators and framework agreements and regularly updating this information into the vendor roster
- Make suppliers aware of GOAL general terms and conditions their need to comply as part of agreements

### **Support the overall scope and growth of GOAL South Sudan country programme, including:**

- Role modelling and supporting to promotes accountability and high performance and frees up our people to deliver outstanding results for beneficiaries and excellent customer service for all projects across GOAL South Sudan
- Supporting the creation of learning and development programmes for building capacity of logistics staff involved in procurement globally.

### **SKILLS AND BEHAVIOURS**

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and performs duties in a manner for other to look up to as a role model
- Holds the team and partners accountable to deliver on their responsibilities; giving them the freedom to deliver in the best way they see fit, providing the necessary





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development to improve performance and applying appropriate consequences when results are not achieved through setting of performance objectives.

### **Ambition:**

- Sets ambitious and challenging goals for her/himself and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for GOAL, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, programme clients and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to
- Being assertive when it is required
- Understands the need for speed in emergencies values the need for speed without compromising the

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

### **Requirements and Experience (essential):**

- 5 Years' experience in international procurement and contract management, including an ability to review procurement demands and trends, and to develop strategies to fill identified gaps.
- Degree in Procurement /Business Administration
- Member of CIPS or any procurement body will be added advantage
- Field level experience in logistics for INGOs in international development and emergency programmes
- Knowledge of key institutional donors and their compliance requirements in respect of logistics and procurement
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in.
- Commitment to GOAL's values.
- Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time
- Highly organised with good administration skills for order and information management, able to develop filing systems and databases to ensure an auditable trail.
- A high level of computer literacy (Word, Excel and other computer package are an added advantage)







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### **Additional job responsibilities**

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

*GOAL has a Staff Code of Conduct and a Child Protection Policy, which have been developed to ensure the maximum protection of programme participants and children from exploitation. GOAL also has a confidentiality policy ensuring the non-disclosure of any information whatsoever relating to the practices and business of GOAL, acquired in the course of duty, to any other person or organisation without authority, except in the normal execution of duty. Any candidate offered a job with GOAL will be expected to adhere to these policies.*

*Gender –GOAL practices and does not discriminate because of ethnic background, color, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible.*

*Women are actively encouraged to apply for positions within GOAL.*

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to:

The Human Resources and Capacity Building Coordinator,  
GOAL South Sudan Office, Juba Munuki Area or alternatively email your application to: [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) before the application end date listed above. Please note that only shortlisted applicants will be contacted. Do not submit original documents.

- This position is open for South Sudanese **ONLY**.

