



SD-H-3
Approved
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18/12/2018



South Sudan
Plot 277, Block 3K, South Tong Ping, Juba
American Residence Road,
Next to Canada house

December 18, 2018

VACANCY ANNOUNCEMENT

POSITION TITLE: Senior Operation Officer
DUTY STATION: Juba, Republic of South Sudan
REPORTS TO: Operation Manager
STATUS: Full Time

COUNTRY PROGRAM OVERVIEW

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectorial program that includes primary health care, secondary care, Nutrition, WASH and Gender based violence prevention and response activities. ARC currently works closely with the County Health Departments in large scale county wide health and nutrition programming. ARCs GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives. ARC has program activities in Kapoeta East, Kapoeta South, Magwi, Kajo Keji, Aweil Central, Aweil West, Ulang, Greater Mayom and Abiemnon Counties.

PRIMARY PURPOSE OF THE POSITION

The senior operation Officer main responsibilities are to provide technical and liaison support to the Operations Manager on a country-wide program basis. He also coordinates with the Operations Manager to ensure full procurement oversight and field coverage of ARC's South Sudan program

MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:

- Assist the Operations Manager in the day-to-day execution and supervision of the Procurement tasks.
- Assist the Operations Manager in accomplishing procurement processes and purchases to be done by the department.
- Coordinate with ARC's field offices to ensure the program plans and schedules are in order with regards to the procurement needs of each team/offices.
- Assist the Operations Manager in liaising with governmental ministries, i.e. Customs, Transport, Health, Communications, etc. to facilitate government authorization and documentation.
- Coordinates with the Kampala-based ARC-SS staff for procurement related tasks that require follow-up action



Procurement:

- Ensure that all requests for the supply of materials and services are in accordance with ARC's current Procurement Policy standards.
- Ensure that the ARC's procurement policy is adhered to and properly implemented and that they are followed strictly in Juba and throughout all field offices.
- Ensure that all procurement documents, i.e. PRF's and PO's are authorized, dated, signed and are within the signing authority limits by all concerned.
- Ensure the proper tracking of all procurement requests by maintaining a PRF tracking system thereby monitoring the progress of each request at any given time.
- Ensure that Bid Analysis is done and that all members of the bids committee are given all the details and information to enable them to decide and award it to the best supplier.

- Maintain a database of suppliers of goods, services, transport, fuel, tires, spare parts, pharmaceutical products, etc. and that all these suppliers have been checked to have passed the USAID's anti-terrorism requirement clause.

Report & Audit Compliance:

- Assist the Operations Manager in reviewing all the procurement documentation process and make observations to ensure the correctness and accuracy of the information therein.
- Ensure that all Procurement records and reports are accomplished and complied with by the Juba HO and all the field offices.
- Ensure that Juba HO and all Field offices maintain a good procurement filing system and that all the records are filed chronologically and are intact.
- Any other tasks/activities that his supervisor instructed him to do in relation to this JD.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- **Education: Requirements**
- Holder of a degree in procurement, business studies, logistics or relevant course
- At least three years' experience in a similar position with a reputable institution.
- Ability to trouble-shoot IT-related problems, including the repair and maintenance work of desktops and laptops, or arrange for the repair and maintenance of those.,
- Honesty and strength of character to ensure fair dealings,
- Well organized and systematic work planner.
- Flexibility to work as part of a diverse team.
- A team player with a "get it done" attitude.
- Flexibility, adaptability, willing to travel.
- Good knowledge and experience of computer software and hardware packages.
- Flexible to comply with any other logistics-related tasks as the Operations Manager may assign to him from time to time.
- Good understanding of spoken & written English language
- South Sudan nationals only



HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs, identification documents with at least three professional referees addressed to ARC HR Department South Sudan office located on Plo7 277, Block 3k, south Tong ping, Juba American Residence Road, Next to Canda house. Application can also be submitted to the following email address ssvacancies@arcrelief.org

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is January 11, 2019 at 5:00 pm local time.

