



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No.JBA-2015/15/6/1

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Northern Bahr el Ghazal (NBeG), Unity and Upper Nile States. Currently the South Sudan Programme works in 6 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	Procurement Clerk (1) Post
Report to:	Senior Procurement Officer
Duty Station:	Juba
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	29 th June, 2016

Purpose of the post:

The Procurement Clerk will work with the Procurement team to ensure all procurements are managed in an efficient and effective manner to meet operational needs. With support from the Procurement Officer, the Procurement Assistant will also ensure all procurements are conducted in accordance with the DRC Operations Handbook and adhere to donor guidelines.

Responsibilities and Tasks:

The Procurement Clerk will work closely with colleagues of all departments in the DRC South Sudan operation. The Procurement Clerk will be supported by a Procurement Officers and Procurement Assistants to ensure that the information on all Procurement transactions are updated with accurate information; updated in a timely manner for all procurement transactions for DRC operations in South Sudan. He or she will also backstop the procurement assistants in their absence The Procurement clerk will:

- Update the Procurement trackers with accurate data in a timely and efficient manner; and submit them for review before circulation to the end users on a weekly basis
- Make reconciliations of the procurement trackers for the field offices and that main tracker at the Country office
- Provide feedback on queries raised in regards to the procurement trackers
- Provide an analysis of the procurement status on a monthly basis
- Update and maintain hard copy trackers for: Order Requests, Tenders, Purchase Orders, ;
- Support on processing small procurements when necessary
- Maintain and update the Approved supplier database
- Other duties as deemed necessary by the Procurement Officer.

PERSON SPECIFICATION:

Qualifications and Experience:

Essential:

- A diploma-level qualification in supply chain / procurement or similar would be ideal;
- Proficiency in using MS Excel and Word programs, and common computer and communications applications;
- Demonstrate a sound knowledge of office documentation procedures and systems;

Desirable:

- Proficiency in English required;
- Proven experience for a minimum of 1 year in a similar post with an international NGO;
- Ability to find solutions to complex problems in a challenging environment;
- Excellent planning and organizational skills;
- Flexible, ability to work both as an individual and as a team member and under stress;
- High level of showing initiative and self-awareness;
- Ability to take on responsibilities and to work under pressure;
- High level of interpersonal and negotiation skills and motivation to work as part of a multicultural team;
- High level of honesty and integrity;
- Results-oriented individual with ability to deliver good quality work in a timely manner;

How to apply:

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through jobs.southsudan@drc-ssudan.org

OR

Submit your hard copy application to the Human Resource department to the attention of Senior Human Resources officer, Recruitment, benefit and compensation, DRC Office along Addis Ababa road, opposite NPA officer.

Title of the position/vacancy number **MUST** be clearly mark in the application and on envelop.

DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese only to apply, irrespective of gender or age. Female Candidates are strongly encouraged to apply.

Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date. .

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://southsudangoforum.org/jobs> for other suitable opportunities.