



CONCERN
worldwide

PROCUREMENT OFFICER

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position **Procurement Officer to be based in Juba**

The Procurement Officer is responsible to carry out Procurement for Concern Worldwide and ensuring that all purchasing is in line with Concern's procedure and ensures best value for money when sourcing goods and services. Procurement officer alongside the Logistics Officer are responsible for paperwork maintenance as per Concern's standard procedures and policies and must at all times ensure aspects of cost-effectiveness, quality, accountability and transparency is retained.

Duties & Responsibilities:

- Ensure that all Supplies Requests (SR) are correctly completed, coded and processed in line with Concern Worldwide Logistics guidelines;
- Ensure that all items to be purchased are with completed necessary documentation including authorisation;
- Ensure that all purchased items are of the same specifications as ordered.
- Ensure that all goods purchased are received and verified by the authorized recipient or entered into the relevant store;
- In consultation with Concern Logistics Coordinator in Juba coordinate procurement with Concern's Juba, Nairobi and Dublin offices
- Ensure floats are timely cleared with finance department.
- Ensure that the Supplies Request tracking sheet is always updated and shared on weekly basis with programme managers or designated persons.
- Participate in tender process while ensuring all Tender paperwork are correctly filed
- Report to Systems Director any problems encountered during discharge of duty and possible corrective measures;
- Ensure all necessary paperwork is passed to finance in order to adhere to financial requirement and facilitate payment.

Qualifications

- Degree /Diploma in Procurement or related discipline

Experience and Competencies

- At least 5 years' experience in the area of Procurement
- Strong interpersonal and planning skills

- Self-motivation and initiative
- Excellent communication skills with fluency in English
- Ability to work with medium supervision

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy.

As part of the Concern P4 responsibility the position holder will

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment. And
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan programme Juba Head Office NOT later than 18 December 2017** or Email it to: **vacancies.juba@concern.net**
2. The position is open only to South Sudanese national.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

A detailed job description will be provided to the selected candidate

