



South Sudan Program



## JOB OPPORTUNITY

**Position:** Procurement Officer

**Location:** Juba

### Job Summary:

You will coordinate local procurement activities and processes to acquire goods and services in support of the delivery of high-quality programming to the poor and vulnerable. Your knowledge and experience will allow you to successfully coordinate the quality and efficiency of procurement and purchasing activities and ensure stewardship, integrity, transparency, and accountability

### Job Responsibilities:

The Procurement Officer coordinates local procurement activities and processes to acquire goods and services. The Procurement Officer:

- Contributes to ensuring compliance with CRS procurement principles, standards, and policies, donor regulations, and local statutory requirements.
- Coordinates with various departments to develop and maintain an up-to-date procurement plan with all quantities, quality and delivery requirements for goods and services; and provides pricing information to assist budget holders with budget preparation.
- Coordinates the sourcing process and performs various activities to assist with ensuring the best value for money, including market research, cost estimates, solicitation documents, bidding process facilitation, supplier identification and research, quality and availability of goods assessment, negotiation, contract/Purchase Order and other documents preparation.
- Communicates with other procurement staff and various program and operations units to coordinate and track goods/services delivery and receipt and keep everyone informed of the delivery status; collects information to confirm that the goods/services delivered correspond to what has been ordered at the correct quantity and quality, and that they arrive on schedule and at the right cost.
- Maintains correspondence and constant contact with suppliers to follow up on the execution of contractual terms and conditions, and handles any issues that may emerge; and monitors and reports on supplier performance, noting current and/or potential issues and/or inefficiencies, and assists with contract/Purchase Order modifications.
- Maintains transparency within the procurement department by ensuring a complete, accurate and up-to-date document trail of all procurement processes, vendor files, procurement and inventory database to assist with control and accountability; and prepares reports and facilitate document retrieval.

## **Typical Background, Experience & Requirements:**

### **Education and Experience**

- Bachelor's Degree in Procurement and Logistics Management or other relevant degree. Professional certification a plus.
- Minimum of 3 years work experience in procurement/purchasing management, logistics, administration, preferably with an international organization.
- Good knowledge of various donor procurement regulations (e.g. USAID, EU, UN)
- Knowledge of international and national procurement regulations and local market conditions.
- Knowledge of contract terms, as well as a proven ability to successfully complete purchase orders against specifications.
- Proficient in MS Office package (Excel, Word, PowerPoint). Experience with database management systems (e.g. MS Access) highly desirable.

### **Personal Skills**

- Good planning and coordination skills and ability to prioritize competing priorities effectively
- Good analytical skills with ability to make independent judgment and decisions
- Proactive, results-oriented, and service-oriented with focus on meeting customer needs
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good negotiation, communication, and relationship management skills

### **Required/Desired Foreign Language**

**Travel Required** (include percentage of required travel, if applicable)

### **Key Working Relationships:**

**Supervisory:**

**Internal:**

**External:**

### **Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**Application Submission:**

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **8<sup>th</sup> June 2018**. **Only short-listed candidates will be contacted.**

Address your application letter and CV to: **Human Resource Department, Catholic Relief Services South Sudan program, Juba Office** or by E-mail: [southsudanvacancies@crs.org](mailto:southsudanvacancies@crs.org)