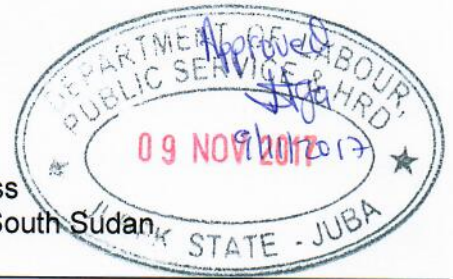




ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB ADVERTISEMENT SUPPLY CHAIN OFFICER IV Based Bor

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position to be based in Bor.

Main Duties and Responsibilities:

- Reception and management of Requisition orders (ROs) in the Service Management Task (STM).
- Verifies the supply sources (Local purchase, field purchase, ex-stock or upstream).
- Checks and verifies RO data in terms of required delivery date, delivery address, financial data, item code, description...etc.
- Informs requester in case of any required modifications in the RO.
- Manages ROs validation in STM according to ICRC financial rules and regulation and attributing them to respective departments for action.
- Follows up of ROs status with various logistics departments (Warehouse, Purchase and Upstream) to ensure deadlines are met.
- Provides updates to requesters on the status of their RO's, on an ad hoc under request basis or regularly by sending reports once every two weeks as per departments' request in addition to inform them of any potential delay.
- Follows up acknowledgement of reception with all requesters.
- Identifies and follows up Internal Requests for local purchases.
- Identifies local suppliers in the market, make quotations and seek and approval before purchase.
- Carries out local purchases for the Sub delegation including requests or orders from all the departments.
- Updates RO status report on a regular basis.
- Closes the ROs in Field Supply System after ensuring that RO's Status report are updated and all related documents (Entry Forms, Parking List and Waybills) are closed.
- Makes sure that all submitted ROs are treated in a timely manner; obsolete ROs shall be deleted upon confirmation by requester; Creates and maintains RO files and insuring good filing of all RO related documents (correspondences, PLs, EFs, WBs or supplier invoices).
- Closure and archiving of RO files according to ICRC procedures.
- Channels all relevant information concerning ROs to concerned person / department.
- Reports on problems and unusual requests concerning purchase, quality and/or price without delay.
- Reports on claims received from the clients directly to the supervisor.

Minimum required knowledge & experience:

- High school or equivalent (G.C.SE or Standard Grade Exam).
- Additional vocational training in business administration, logistics or Diploma equivalent level.
- Minimum 3 years of experience in logistics, NGO, commercial businesses and/or customer relations, or similar position.
- Fluent in English and Arabic.
- Advance level in computer skills.
- Skilled in the following competencies: Team Work, Adapting & Learning; Communication (Ability to express views and ideas)
- Good vocal communicator.
- Must have a valid driving license.

Interested candidates should submit their application clearly marked "Supply Chain Officer IV-Bor" (including C.V. written in English) and copies of certificates at latest **Tuesday, 28th November 2017** to the **Administrator**,

either: At the ICRC reception: **Juba, Malakal, Bentiu, Wau, Rumbek, and Bor.**

Or By email to : jub_recruitment_services@icrc.org

Only short-listed candidates will be contacted. Application files not retained will not returned.

