



INTERN OPPORTUNITY: Procurement Intern at Juba Base
APPLICATIONS DUE: November 18, 2016.

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome, as a part of our staff and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities. CRS also helps strengthen organizational capacity of local institutions.

Purpose of this Position

As CRS has received funding for new programs in South Sudan there has been an increase in procurement. Additionally, CRS desires to help a young professional grow in his/her skills by receiving on-the-job training through this internship. This temporary internship would allow both the intern and CRS to benefit.

Primary Responsibilities

The Procurement Intern will be expected to provide support to the Procurement Manager in processing and managing different elements of day-to-day procurement activities. The primary focus will be on record-keeping. Other activities could include but would not be limited to: seeking bids for goods and services; acting as the Procurement Assistant in the absence of the incumbent; following up on disbursement request for items purchased; liaising with suppliers/vendors to follow up delivery timelines for items purchased by CRS; liaising with the admin payment officer to ensure timely payment to the supplier/vendor; liaising with admin and finance to ensure a copy of final payment to vendor/supplier is on file and recorded in the procurement tracking report to close the process.

Specific Responsibilities

- Receive all approved Purchase Requisition Forms (PRF), verify that all appropriate authorizations are completed and sort all received PRF's by categories for the Procurement Manager's attention.
- After Procurement Manager assigns the reference number and the staff responsible to the PRF, record the PRF details are entered in the white board, PSR and a copy of the PRF is filed in the PRF File.
- Track the status of each procurement request and update the weekly Procurement Status sheet.
- Maintain up to date information on the status of each procurement request, circulate such information to all purchase requestors on a weekly basis or as required
- Be involved in soliciting, obtaining and documenting bids for purchases below \$500 as requested by the Procurement Manager
- Provide support and assistance to the Procurement staff in completing the bid comparison documents and minutes and track/monitor the progress of processing the bid committee recommendations

- Prepare and update procurement bid committee meeting schedule and send timely to the selected bid committee members
- Arrange all logistics needed for the bid committee meeting
- Follow-up with admin-logistics for the delivery and reception of purchased good and get copy of the signed good received note
- Compile all required supporting documents for the procurement of good or service done and handover to admin payment officer. make copy of the supporting documents and keep on file. add to the file copy of the cheque payment and disbursement voucher signed by the supplier/vendor

Qualifications

- Bachelor's Degree (B.Sc/BA) in Procurement, Social or Management sciences or a national Diploma in Procurement, Social or Management Sciences
- Ability to communicate in English Language is essential
- Must be flexible and able to work independently and as part of a team
- Ability to write good quality reports
- Ability to use the Microsoft suite of computer software applications especially MS Word, Excel and Outlook.
- Excellent communication and interpersonal relationship skills
- Preferably six months' professional experience in a similar position
- Willing to learn CRS policies and procedures

Application letter and CV together with the names of three professional referees, should reach the undersigned not later than **November 18th, 2016**. Only short-listed candidates will be contacted.

Address your Application letter and CV to:

SENIOR- HUMAN RESOURCESE OFFICER

Catholic Relief Services –
South Sudan program, Juba Office

Or

By E-mail: jobapps@crssudan.org

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political.

