



VACANCY ANNOUNCEMENT

August 2017

Back Ground

Action Africa Help International (AAH-I) is an African-led, regional organisation, working in East and Southern Africa to improve the lives of livelihood-challenged communities. It was first conceived and established in South Sudan over 25 years ago. AAH-I has Country Programmes in Kenya, Somalia, South Sudan, Uganda, and Zambia. It brings over 25 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. **AAH-I South Sudan is looking for a qualified applicant to fill the position of Procurement Coordinator.**

The detail of the job is as follows:

Job Title: Procurement Coordinator

Location: Juba

Job Summary

Under the overall leadership of the Country Director, the Procurement Coordinator will be in charge of delivering quality goods and services in a timely, cost effective manner to AAH-I South Sudan Projects and take an active lead in coordinating and communicating with AAH-I South Sudan supply chain; he/she will support the Country Programme by establishing, tracking and reporting on progress, key internal and external supplier performance metrics; manage work efforts across planning, strategic sourcing, categories management, including internal customer alignment and satisfaction, supplier relationship management, contract management, risk management and project management.

Qualification

- Bachelor's degree in Procurement and Logistics Management; Stores Management and/or a related field of study.
- Chartered Institute of Purchasing and Supplies qualification is an added advantage.
- At least 8 years' experience in procurement with at least four years in a management/head of department position.

Note: The detailed Job description can be obtained on the following web link

<http://actionafricahelp.org/opportunities/jobs>

Application Instructions:

1. Interested candidates should email application letter and CV (with 3 referees) and copies of academic certificates/transcripts addressed to recruitss@actionafricahelp.org to be received not later than **4:00 PM on 24th August 2017**.
2. The email subject Line must show **"Procurement Coordinator"**. AAH I is an equal-opportunity employer.
3. All applications documents should be submitted electronically. We will not accept hard copies.
4. Only shortlisted candidates will be contacted.