



**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the following role(s):

“Women are encouraged to apply”

Job title: Assistant Procurement Officer
Reporting to: Zonal Procurement Officer
Location: Yambio
Availability: As soon as possible

Approved
Labour HQRS
06 OCT 2017
6/10/2017

Purpose of the position:

To efficiently and effectively assist to handle processing of procurement of goods and services, expedite deliveries in close liaison with Logistics and manage the filing of documents in the department upholding high level of integrity.

Major Roles and Responsibilities:

- Assist the Procurement Officer in developing markets/sources of supply in the Zone in line with WVI procurement policies, guidelines and procedures.
- Liaise with users in getting proper specifications for items to be procured in the region to avoid rejection after purchases are received
- Seek out reputable suppliers and services providers that can meet WVI demands for supplies and services in the National Office;
- Conduct weekly (or as required) Tendering Committee Meetings and analyze the received Quoted/Bids to determine the best possible source (s) of supply or service providers in the line with WVI policy and obtain the right signatories before commitment is made for services or supplies.
- Prepare Tendering Minutes and Draft Contract for those procurements that require such processes;
- Maintain tendering documentation at the Zonal Office level for audit trails ab backup for reference.

- Raise local purchases orders (LPOs) and ensure that all the necessary documents are dully signed by the proper Officers who are dully authorized to do so.
- Follow up on finalized local purchase orders ensuring they are delivered to suppliers /services providers and making sure that the deliveries of supplies/provision of services are done in a timely manner;
- Provided reports on what has been purchased on weekly basis through the PRF tracker report;
- Maintain proper filing of all supply chain documentations for future audit purpose.
- Perform any other official duties that may be tasked by the supervisor from time to time.

Qualifications: Education/Knowledge/Technical Skills and Experience

- Degree and or Diploma in Supply, Stores or Logistics (CIPS preferred)
- At least 3 years working experience in related field
- INGO experience is highly desirable, knowledge of local culture & language preferred though not mandatory
- A good command of both English and Arabic languages desirable
- Good knowledge and understanding of procurement practices in Southern Sudan context
- Innovative and ability to learn on job
- Ability to work under hardship with limited resource and minimal supervision
- Flexibility and team work is necessary
- Candidate should be self-motivated
- Computer literate, able to use database software and Ms Office packages.
- An understanding of human rights principles, especially those related to women and children
- South Sudanese Nationals only

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org

Closing date for receiving applications is 26th October 2017 at 5:00pm local time.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

Approved
Labour-HGRs
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