

Approved

Dr
12/08/17



CARE INTERNATIONAL SOUTH SUDAN

Procurement OFFICER– JOB REF: SUD/EX/

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Job Summary

Overall responsibility of the job function is to provide support in procurement of goods and services including consultancies. The job holder will provide technical support to the field locations and ensuring procurement policies and procedures are followed.

1. Procurement of goods and services

To procure goods and services in accordance with the procurement request, including: specification, quality and timescale. Including but not limited to:

- Consulting with requestors in order to fully understand their requirements, advising them as appropriate
- Analysing cost benefits and supporting budget holder to make appropriate purchasing decisions
- Ensuring purchases meet the request made and engage vendors in the case where that is not the case and make effort to resolve challenges amicably
- Providing supervisory oversight ensuring when carrying out purchases, dedicated procurement staff review request; use the correct solicitation method for requesting to purchase (Sole Source or Competitive bids including Public tender)
- At all times, ensuring professional and cordial relationships with internal and external stakeholders

2: Vendor Management.

- Ensure that the working relationship with vendor is continuously enhanced and the vendor base broadened in accordance with CARE policies and best practices and the laws of South Sudan



- Based on past requisitions, real consumption and expected demand of specific products (such as tools, stationery, vehicles, timber etc) establish legally binding contracts and/or agreements with those vendors with proven track records in low prices and quality goods, services and prompt delivery.
- Research and ensure that the vendor base is broadened as necessary and opportunities for discounts are followed up.
- Prevent and resolve customer complaints and disputes with suppliers.
- Ensure the vendor list is tendered and updated annually as per CARE procurement guidelines.

3: Documentation quality and oversight monitoring

- Ensure that all POs issued are properly accounted for through physical spot-checks of the blue copy and canceled POs files in every procurement office.
- Liaise with finance department to ensure that the appropriate action (eg paid, canceled etc) is taken on all PO green copies in good time.
- Ensure that all vendor advances are accounted for in good time.
- Conduct periodic customer surveys to gauge satisfaction and take appropriate remedial action as required.

Working Conditions

Duty Station: Juba, with regular travel to field offices to provide support.

Skills and Qualifications:

- Bachelor's degree in related field (Procurement and logistics, administration)
- High school diploma with relevant experience in administration, Procurement or logistics.
- At least 2 years' experience in a related position in a reputable organization.
- Experience with food commodities, agriculture and medical supplies and equipment is a plus.
- Experience in preparing contract agreements with suppliers.
- Detailed knowledge and experience with the related laws of South Sudan.
- Computer skills in MS Word, Excel and other spreadsheets, including experience in inventory and procurement management programmes.
- Proven leadership, management, communication, inter-personal, decision making and analytical skills.
- Ability to work with minimum supervision



HOW TO APPLY

The positions will be based in Juba, This position is ONLY open to South Sudanese Nationals.

Closing date for receiving application will be **30th August 2017**

Applications and CVs should be Hand delivered to:
CARE South Sudan Office,
NPA Building, 3rd Floor, Martyrs Street.
Juba, South Sudan

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

