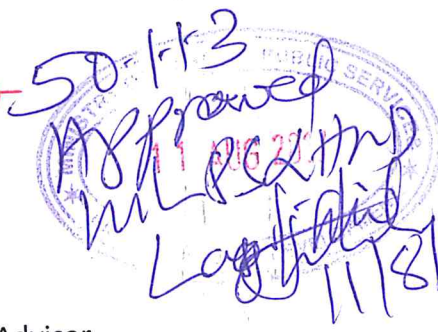




South Sudan
Healthy lives. Measurable results.



Hai Tong ping
Juba, South Sudan
www.psi.org

Position: Procurement Manager
Location: Juba
Reports to: Business Operations Technical Advisor
Closing Date: 31st-August 2017

PSI South Sudan supports the Ministry of Health efforts to increase access to effective malaria prevention and treatment interventions, and works to scale up proven interventions and sustain coverage over time, and include: delivery of long-lasting insecticide treated nets (LLINs), artemisinin-based combination therapies (ACTs), and rapid diagnostic tests (RDTs), interventions in Point of Use water systems, strategic behavior change communications, and applied operational research. PSI uses multiple channels to deliver these interventions, including the public and private sectors and through community case management strategies. For more information, please visit: www.psi.org

Responsibilities:

Procurement

- Ensure compliance with PSI Global procurement policies and PSI/South Sudan’s existing procurement policies;
- Streamlining procedures and resolving problems related to procurement and responsibly managing the performance and outputs of the internal buyers;
- Minimize fraud via active monitoring and supervision of procurement activities as well as close coordination with internal and external audits;
- In liaison with User Departments, coordinate preparation, evaluation, analysis and approval of bids and tenders for complex scenarios;
- Oversee all international and local procurements; increase responsiveness to internal requests by streamlining procurement processes and aligning them with platform needs;
- Maximize efficiencies and cost-savings through pooling procurement of core operational and programmatic commodities and targeted sourcing.
- Serve as point person on coordinating procurement needs of the National Malaria Control Program.
- Continuously monitor commitment reports to ensure accurate commitments are reflected in the system;
- Supporting National Malaria Control Program to establish, harmonize and maintain appropriate procurement guidelines that are in line with PSI’s guidelines.
- Ensure compliance with donor rules and regulations.



Date:

11.8.2017

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- Serve as liaison with PSI's procurement department in Washington D.C. and in Nairobi, Kenya to coordinate the import of health and other non-ethical commodities for PSI's operations;

Staff and Capacity Building

- Providing training and mentoring to a team of procurement officers to improve internal capacity;
- Building and managing effective relationships with internal and external stakeholders in order to achieve common goals;
- Providing mentoring and training to National Malaria Control Program procurement staff.
- Oversee recruitment and the management of platform procurement staff;

Planning

- Work with department budget holders to identify major procurement of goods and services.
- Coordinate quarterly procurement planning with the different user departments.
- To assist budget holders to accurate forecast data key variances between actual and budget allocated.

Vendor Management

- Establishing and maintaining sound working relationships with suppliers;
- Monitoring supplier's performance to be in line with the contractual obligations and services agreements.
- Ensure payment terms are managed and optimized for PSI to manage cash flow statement of accounts for all vendors and monitoring payment terms are managed in a fav

Other Tasks

- To work with budget holders and finance to change the procurement culture at all levels of business for a cost-effective model with efficiency, accuracy and transparency.
- To understand and help field offices to perform quality procurement process regardless the limited options available in the field.
- Contract management and negotiation.
- Work with PSI/South Sudan legal counsel to periodically review contractor contracts to ensure compliance with PSI regulations and policies as well as South Sudanese laws.



Date:

11.12.2017

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- To monitor the external business environment and be fully aware of changes in the inflationary and purchasing environment in South Sudan.
- Any other duties as assigned.

Qualifications:

- Willing to work and live in Juba, South Sudan;
- This position is open to qualified South Sudanese Nationals;
- A university degree/ Bachelor's degree from a recognized University, preferably a Master's Degree in a business related field;
- Proven experience in capacity building and training of staff;
- Experience managing staff;
- English Proficiency.
- Graduate Diploma in CIPS or equivalent;
- At least five years in a similar position managing staff with international experience;
- Membership to professional body is desirable;
- Proven proficiency in operating Microsoft Office suite- Ms Excel, MS Word and MS Power point and familiar with ERP systems;
- Experience and knowledge of Global Fund, DFID, and USAID Procurement Procedures.

Interested candidates may apply via e-mail: jobs@psi-southsudan.org or you can drop hard copy of their CV, cover letter and list of referees to Reception's Desk at PSI South Sudan Juba Office reception.

PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.



Date:

11/8/2020

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