



***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 – RE-ADVERTISEMENT

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 role below:

‘Female applicants are highly encouraged to apply’

Job title: Procurement Officer
Reporting to: Supply Chain Manager
Location: Juba
Availability: As soon as possible

Purpose of the position:

The primary function of this position is to support and assist the supply Chain unit in obtaining quotations from the markets/sources of supply in line with WVI procurement policies, guidelines and procedures. Where workload is low, this position will also perform the SC functions like Logistics and stock control as situations may demand. Therefore it calls for a flexible person who is available and willing to multi-task.

Major Roles and Responsibilities of Procurement Officer

- Provide leadership/supervision to all Supply Chain Assistants in the region and assist the Supply Chain Officer in developing markets/sources of supply in Juba 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 Juba.
- 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 regional level for audit trails and backup for reference.
- Raise local purchases orders (LPOs) and ensure that all the necessary documents are duly signed by the proper Officers who are duly 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.
- Assist in the receipt of supplies purchased while ensuring that the quantities and quality march with what was requested for by the user and ensuring that the proper documentation is done
- Raise payment vouchers and pass them over finance together with complete supporting documents for settlement of invoices.
- Work closely with all supply chain Assistant(s) in sharing out the work load and ensuring that purchase Requisition Forms prompted for the region are fully serviced in a methodical manner in order to avoid duplication of effort or double purchasing.
- Provided reports on what has been purchased on monthly basis
- Maintain proper filing of all supply chain documentations for future audit purpose.
- Perform any other official duties that may be tasked by the supervisor or regional program manager from time to time.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's Degree in Procurement and Supply Chain Management or an appropriate/equivalent qualification.
- At least 5 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.
- English writing / speaking skills.
- Competent computer skills for report writing
- South Sudanese Nationals only

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

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 or drop to the locations indicated above.

Closing date for receiving applications is: 27th May 2019

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