

ADVERTISEMENT-VACANCY ANNOUNCEMENT



POSITION TITLE: **Procurement and Logistics Specialist**
LOCATION: **Juba, S. Sudan with some travels to ACROSS fields locations**
Closing Date: **28th / 2 / 2018**

DESCRIPTION:

- ◆ The overall objective of this position is to assist ACROSS Management in ensuring compliance to procurement and Logistic processes and be in charge of enforcing Procurement and Logistics policies for timely and efficiency service deliveries as per ACROSS policies.

RESPONSIBILITIES

RESPONSIBLE TO: **Head of Finance**

JOB FUNCTIONS:

Procurement Planning

1. Advise the Head of Finance and Procurement Committee on all procurement and Logistics matters and work closely with, Program Coordinators/Managers, Finance officers and other stakeholders and ensure significant changes in procurement plan and logistics issues affecting procurement progress are communicated timely.
2. Liaise with Head of Finance and project staff to identify procurement needs and develop procurement plan that defines all material needs and specifications. and ensure procurement plans and goals agree with program objectives and widely communicate procurement plans amongst stakeholders to create sense of ownership.
3. Ensure that donor restrictions are documented, communicated and understood by all stakeholders including Management, Coordinators/Managers and suppliers.
4. Contribute towards the promotion and adherence to enhancing Across procurement and Logistics policies
5. Design and develop effective procurement master plan. This will include timely procurement and supply of goods and services to meet project needs and requirements and compliance to donor requirements.
6. Participate in selection of suppliers; support the procurement committee in bid analysis and draft contracts and agreements.
7. Maintain accurate records of purchases and pricing including inventories of the products and services in the organization, supplier details.
8. Prepare timely and accurate management information covering all aspects of procurement process lifecycle which result in effective performance management and required outputs.

Transport/Fleet Coordination

1. Prepares and issues drivers schedule/roster on a monthly basis and ensures it is followed.

2. Ensures transport is available at all times for ACROSS staff and coordinates/records daily vehicle movement.
3. Monitors and ensures efficient and safe daily operation of the vehicle fleet including:
 - a. Ensure drivers complete vehicle checklist daily and respond to inquiries/requests from drivers concerning vehicle repairs, cleaning, equipment/supply needs.
 - b. Ensure logbooks are completed accurately (vehicle usage, fuel reconciliation, service reports).
4. Maintains accurate, complete and up-to-date Vehicle Records including vehicle usage, fuel consumption, service reports, insurance docs, vehicle logbook.
5. Monitors and reports on vehicle usage and fuel consumption on monthly basis.
6. Ensures up to date insurance of vehicles and motorcycles.
7. Ensures timely provision of fuel for vehicles and office generator.
8. Ensures compliance with national traffic laws and reports accidents to management and follow up with Insurance companies.

Financial Management, budgeting & Accounting

1. In consultation with the Head of Finance and Procurement Committee, agree on payment terms and conditions with suppliers and oversee timely processing of all invoices.
2. Ensures timely delivery of quality products and services at the most affordable cost by reviewing and evaluating the performance of suppliers.
3. To participate in budget development process.

Implementation and Capacity Building

1. To be responsible for implementation of internal controls in areas of procurement and logistics.
2. To undertake capacity building of staff on procurement policies and procedures.
3. Maintain accurate inventory of all organization assets and all the goods and services procured in the year to aid with the process of auditing.
4. Maintain an effective filing system for storing procurement documentation to enable tracking and internal auditing.

Supplier Relationship Management

1. Conduct supplier performance evaluation and appraisal of suppliers.
2. Ensure that Supplier Relationship & Contract Management Framework is followed.
3. Identify areas for improvement and proactively address them.

RESPONSIBILITY FOR CASH, STORES, OR EQUIPMENT:

- ◆ All assets as vehicles, motorcycles, computers and machinery in each of the Program Location.
- ◆ Oversight of facilities, drafting instruments and equipment/supplies.
- ◆ Any other as may be assigned by the supervisor.

RELATIONSHIPS:

(i) Within Across:

Maintain a cordial relationship with other staff as guided by the established lines of communication.

(ii) **Outside Across:**

Build positive working relationships with government, local communities, UN, NGOs, procurement agencies and suppliers at the project level in support of an effective and efficient logistical support function

PERSONAL SPECIFICATION

QUALIFICATIONS & EXPERIENCE REQUIRED:

- ◆ BA/BSc Degree in Procurement & Supplies Management and chain supply management
- ◆ Knowledge of key institutional donors and their compliance requirements in respect of logistics and procurement.
- ◆ 3 years of progressive experience in a procurement function in an international NGO. Experience working with UN agencies and partners in South Sudan will be an added advantage.
- ◆ Experience in contract and supplier relationship management.
- ◆ Sound understanding of procurement legislation.

PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- ◆ A committed Christian of good character and values with a heart for disadvantaged communities as refugees
- ◆ Practical understanding of project cycle management.
- ◆ Good analytical and problem solving skills.
- ◆ Excellent interpersonal, communication and negotiation skills.
- ◆ Ability to tolerate and accommodate people with diverse backgrounds at work place.
- ◆ Meticulous, with good attention to detail.
- ◆ Good planning, analytical and organizational skills
- ◆ Articulate, with excellent verbal and written communication skills.
- ◆ Commercial awareness and good all-round business skills.
- ◆ A high standard of numeracy in order to analyze facts and figures.
- ◆ Comfortable leading negotiations and networking.
- ◆ Confident making important decisions.
- ◆ Hardworking and able to work under pressure on short deadlines with minimum supervision
- ◆ Demonstrate integrity, excellence, stewardship, and collaborative abilities.
- ◆ Display trustworthiness, honesty, confidentiality and should be comfortable working in a team setting
- ◆ Ability to cope with the pressure of demanding targets and tight deadlines.
- ◆ Tact and diplomacy.
- ◆ Computer literacy in MS Word and MS Excel.
- ◆ Valid Driving license in South Sudan and relevant driving experience.

Spiritual Leadership

- a) ACROSS is a Christian faith based organization, and the procurement Specialist is expected to contribute to the spiritual work of ACROSS by participating in daily morning devotions and staff retreats.

- b) Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the ethos of Across, Values and Beliefs Statement.
- c) Responsible for maintaining your own spiritual development.
- d) To be committed to actively working and living in accordance with Across' Christian beliefs.

Other Useful Knowledge and experience

- ◆ Appropriate conduct, including how to assess tenders with integrity, honesty and fairness.
- ◆ The process of overseeing or drawing up contracts.
- ◆ Documentation that suppliers and contractors need to complete and supporting information required.
- ◆ How to extract income and expenditure details for various departments/projects and assign them to appropriate cost centers.

Interested candidates are encouraged to apply and send your Cover letter, CV/Resume, Christian testimony to the following email addresses or drop to the address below:

If you believe you meet the above qualifications, please send us **ONLY** your updated **CV, Cover Letter** and a **written Christian Testimony** to ACROSS Regional Office, Buluk Off Ministry Rd near UNHCR. Or by e-mail to hrmanager@across-ssd.org and copy to across@across-sudan.org

NB:

- **Applications without written Christian Testimony will not be considered**
- **Female candidates are encouraged to apply**
- **Only shortlisted candidates will be contacted**
- **This Vacancy is open to South Sudanese ONLY**
- **New Nationality ID is a MUST**
- **Applications once received are NOT Returnable**
- **Must be a Born-Again Christian (Committed Christian)**