

Vacancy Notice

**Logistics and Procurement Officer
Based in Juba with up to 15% field travel**



SO. H2
18 AUG 2017
Introduction
1/12/17

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional technical capacity is required. Therefore, Cordaid would like to recruit a Logistics and Procurement Officer as detailed below,

Position Title	Logistics and Procurement Officer
Duty station	Juba with up to 15% field travel
Reporting Line:	Logistics and Procurement Manager

Purpose of this position:

The Logistics and Procurement Officer identifies and evaluates suppliers/vendors, arranges for transportation of purchased goods, supplies and services; identifies and develops strategies for addressing logistical barriers, monitors use of materials and resources, and ensures quality record keeping.

In addition, the Logistics and Procurement Officer will ensure the timely and cost effective procurement and delivery of supplies and materials for the smooth implementation of projects activities.

Key Responsibilities and Accountability:

Procurement

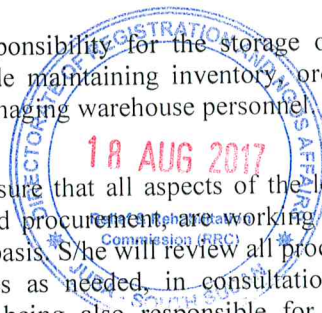
1. Ensure consistency in procurement, and that all purchases are consistent with the needs of the programmes and in compliance with Cordaid procurement policy
2. In liaison with the Logistics and Procurement Manager, invite suppliers/vendors to submit competitive bids with price proposals and negotiate and award contracts for the supply of goods and services



3. In liaison with the Logistics and Procurement Manager, ensure legal compliance and that all purchasing activities follow Cordaid's and donor policies and regulations.
4. Ensure that procurement request forms from the different programmes/departments and service support departments comply with Cordaid's procurement policy and guidelines.
5. Request for quotation's and prepare Comparative Bid Analysis, Purchase Orders and Supplier Contracts. Waivers as well as Goods Received Notes, Service Competition Note for each procurement transaction.

Logistics

1. Evaluate suppliers and ensure that Cordaid only works with competent and reliable suppliers/vendors.
2. Collaborate with the Procurement Committee to evaluate all potential suppliers before entering into supply contracts.
3. Coordinate purchases and organizes for transportation of purchased goods/supplies to field locations, and ensure that the requesting officer receives the supplies in good conditions and signs for them.
4. Oversees management, movement and maintenance of Cordaid's vehicles and handles other logistical issues such as fuel supply, driver management, insurance coverage, general vehicle servicing, log book management, licencing etc
5. Identify and address barriers that decrease operational efficiency in the logistics and procurement department, including developing a strategy to improve communication between the departments and with suppliers to make inquiries on unclear orders or delivery time lines.
6. Monitoring the use of use of purchased goods and materials and to minimize fraud and waste. S/he also monitor stock of goods and supplies by keeping good records of supplies received from vendor.
7. Organise training for store managers and other logistics and procurement officials to update their records management knowledge and skills.
8. Coordinate and track movement of supplies and ensure that once purchase orders are received, they are packed, stored and transported timely and in good condition with the appropriate documentation
9. Manage the warehouse and take responsibility for the storage of supplies and materials. Warehouse management duties include maintaining inventory, ordering shipping materials, operating necessary equipment and managing warehouse personnel.
10. Analyse supply chain systems and ensure that all aspects of the logistics functions, such as transportation/freight, warehousing and procurement are working together to fill orders and deliver supplies/materials on a timely basis. S/he will review all processes, systems, design and implement new plans and procedures as needed, in consultation with the Logistics and Procurement Manager. S/he is also being also responsible for creating and maintaining contingency plans.
11. Establish a data base of suppliers and analyse the supplier's data base to ensure qualification and are with appropriate valid license and tax certificate. Take appropriate action to discard suppliers who do not meet the required standards.



Security

1. In liaison with the Logistics and Procurement Manager, ensure the safety and security of all supplies, warehouses, field offices and visitors. This might include checking in visitors, handling emergency situations, patrolling areas and preparing reports by the security guards
2. Conduct field visits to sub-offices as requested by Logistics and Procurement Manager to assure the security of supplies, and the efficiency of warehouse management including adherence to the storage records keeping and procedures

Contract Management

1. Draft contract for suppliers and ensure that all legal aspects are verified and that the contract is as per Cordaid standards.
2. Prepare and maintain logistics contract and service agreement management tracking system to ensure that responsible staff are aware the payment deadlines, contract renewals and non-renewals and provide schedules and deliverables.
3. Review contracts and service agreements periodically and recommend amendments/changes to the Logistics and Procurement Manager for approval by the Country Director.
4. Follow-up with service providers and suppliers to submit invoices for payment as per the delivery note and/or service provided.
5. Prepare the received invoice for payment by attaching the relevant support document including the purchase order and the contract of service.
6. Ensure that all received invoices are registered in the invoice register (hard copy register) and forward to Finance Department for processing and payment.

Assets Management

1. Verify the warrant and guarantee conditions to ensure that assets which do not serve the appropriate duration and use according to its utilisation are returned and claims are processed.
2. Register all purchased asset in the asset register (master soft copy on the server) using Cordaid and donor asset register forms. Ensure that all purchased assets are indicated with serial numbers, asset numbers, value, date of purchase and current location and user in cooperation with the filed based Logistic Officer and Assistants.
3. Ensure that all purchased assets have a serial number. Update the information on the master asset register and acknowledge receipt on the staff assets/finance clearance form.
4. Coordinate the disposal of obsolete and damaged assets according to the Cordaid and donor requirements and upon approval by the Country Director. Update the register and records for ease of reference and reconciliation of the assets.
5. Attended to other duties as directed by the Logistics and Procurement Manager.

Qualifications required

1. Degree in Supply Chain Management, Business Administration, Procurement or Logistics
2. At least three years' relevant work experience in logistics and procurement management
3. Strong analytical and problem-solving skills
4. Strong organizational, customer service and communication skills.
5. Ability to take initiatives and work with minimum supervision
6. Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player
7. Good English writing and communication skills
8. Good knowledge of MS office applications such as Excel and Word,
9. Preferably good knowledge about South Sudan context
10. Strong networking skills



Competencies

1. Ability to work effectively in harsh conditions
2. Ability to provide strong leadership in especially difficult circumstances
3. Be a good team player
4. Has proven integrity
5. Ability to take initiatives
6. Strong networking skills
7. Ability to correctly analyse problem situations

Further information and how to apply

Interested and qualified applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email: hr.southsudan@cordaid.org

Mention the vacancy Position Clear on the subject line: - **(e.g. Logistics and Procurement Officer Based in Juba)**

Applications can also be hand dropped at Cordaid main office in Juba located behind the Equatorial/UAP Tower, Just a few meters after the Strome Foundation.

Deadline for submission is before the **6th September, 2017 at 17:00hrs**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

All applications submitted cannot be returned

