

Job Advertisement

Association for Media Development in South Sudan

Job Title	Procurement and Logistics Officer
Job Opening Date	15 th May 2024
Job Closing Date	12 th June 2024
Reporting line	Director
Job Duty Station	Juba

MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN
15/05/24
MAY 2024
Inspector

About AMDISS

The Association for Media Development in South Sudan (AMDISS) is a media association based in Juba, South Sudan. It was founded in 2003 by the South Sudanese senior journalists to enhance the capacity of local journalists to report on issues of human rights, good governance and democracy, and to advocate for freedom of the press, freedom of expression and the right to access information.

In 2015, AMDISS established Media Development Institute (MDI) which started offering one-year training in journalism to improve the skills of local journalists and also to help to advocate for the country's media policy framework and media laws. AMDISS conducts training for journalists, media professionals, and media stakeholders.


Through its advocacy program, AMDISS seeks to build awareness of respect for freedom of expression, human rights, justice, and the rule of law across South Sudan. It also carries out dialogue forums with media stakeholders.

Overall Objective of the Procurement and Logistics Officer's Role

The Procurement/Logistics Officer is a key position within AMDISS Logistics and Procurement department under the leadership of Director and is responsible for overseeing procurement and logistics aspects of AMDISS procurement/logistics operations. The Procurement and Logistics Officer will work closely with Finance, HR, procurement/logistics, program, and the Senior management team to ensure timely delivering of procurement of all supplies while keeping integrity of AMDISS procurement system and ensuring best practices and maintaining audit-compliant records.

Duties and Responsibilities

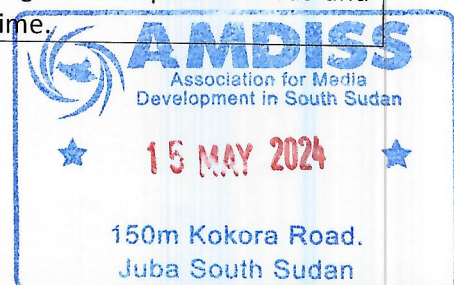
- The implementation and maintenance of standard of AMDISS and Donors procurement policies and procedures.
- Strong negotiation skills for the best deal for pricing and supply contracts
- Ensure that the products and supplies are high quality.
- Effective communication with suppliers and stakeholders.



AMDISS
Association for Media
Development in South Sudan
★ 15 MAY 2024 ★
150m Kokora Road.
Juba South Sudan

- Attention to detail in contracts and purchase orders.
- Researching and evaluating potential suppliers for quality, reliability, and pricing.
- Assessing, managing, and mitigating risks in procurement process
- Coordination with Finance to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
- Ensuring that a transparent and responsive procurement process is implemented and maintained.
- Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies.
- Establishment and maintenance of ethical, professional working relationships with suppliers.
- Maintain supplier information for regularly purchased items and be informed of current local market conditions.
- Participate in the tendering process including preparation of tender documents relating to supplies, services and works if any.
- Coordinate the pre-qualification of suppliers and service providers.
- Conduct quarterly market surveys to inform planning and budgeting/adjustment of budgets for core items.
- Support the procurement committee in the procurement process through coordinating all procurement committee meetings, following up on procurement requests, PRs, PO, and purchases.
- Follow up PRs and supply chain processes in Juba and update requesting staffs on time and accurately.
- Work with AMDISS Director and other concerned staffs at Juba level to ensure that dispatched cargo is managed at all points, and that all tracking and reporting deadlines are met.
- Update on a daily/weekly the procurement tracker/reports and share with AMDISS Director.
- Provide logistical support for travelling to field.
- Ensure proper vehicle and other equipment utilization, maintenance, fuel consumption and monitoring and controls systems as per AMDISS policies and procedures.
- Follow up with drivers to ensure logbook records are prepared by end of every month.
- Review logbooks and prepare the monthly fuel consumption Report and notify management on any anomaly.
- Responsible for supervising all the drivers and storekeeper.
- Ensure compliance with AMDISS and donor vehicle maintenance and observation of speed limits by drivers.
- Ensure drivers are trained or attend relevant defensive driving courses to improve staff safety while on board.
- Responsible for all the assets and updating the asset inventory on monthly bases.
- Support and provide the appropriate trainings on procurement for program staff as required.

Please note that this job description may vary depending on the specific needs and priorities of AMDISS and can be subject to change over time.



<p>Qualification and Experience</p>	<ul style="list-style-type: none"> • Bachelor's degree in Logistics, Procurement, Administration or business studies from recognized college or university. Postgraduate Diploma or part qualification of a professional course in logistics or procurement is an added advantage with at least four years' relevant experience in administrative support or similar employment. • Experience in working with international organizations helpful. Basic computer skills, writing and analytical skills. Ability to organize, prioritize tasks and work independently is essential. • Effective written and oral communications skills, good interpersonal skills. • Self-motivation and working with minimum supervision with ability to work long or irregular hours as determined by project deadlines. • Demonstrated ability to work collaboratively and effectively with colleagues and stakeholders. • Positive attitude, flexibility, adaptability, initiative, and resourcefulness. • Good writing and communication skills.
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • Person of high integrity • Excellent interpersonal and intercultural skills and ability to interact professionally with vendors, stakeholders, and staff at all levels of the organization; • Skilled at multitasking and prioritizing, working independently with minimal supervision. • Team player • Flexible and adaptable: willing to work irregular hours in accordance with the needs of the role; • Open to learning and sharing knowledge.
<p>How to Apply</p>	<p>Applications (cover letter and updated CV) must be submitted electronically via email to Email: recruit.hr.ss-@amdiss.org OR hand delivered to AMDISS's Head Office in Hai Tijarie, Kokora Road. 150m from UNDP Offices Juba South Sudan. Tel: +211 929 807 807</p>
<p>Note</p>	<p>Only shortlisted candidates will be contacted, and applications received after the deadline will not be considered.</p>
<p>This position is open to South Sudanese nationals only. FEMALE applicants are highly encouraged to apply.</p>	

