



ADVERTISEMENT: PROCURMENT OFFICER

Centre for Emergency and Development Support (CEDS) is a National NGO registered by the relief and rehabilitation commission (RCC) in South Sudan. Since 2005, we have been working together with partners and other stakeholders to achieve a poverty free society that is socially and economically self-reliant and conscious about basic human rights and dignity.

In Northern Bahr El Ghazal, CEDS has been implementing a number of projects in different sectors including WASH, food security and livelihoods, health, Sexual and Gender based Violence among others with funding from different donors and partners. CEDS is now looking to recruit **Procurement Officer** to support the procurement functions in Aweil East.

Position: **Procurement Officer**
Duty Location: **Aweil Town, Northern Barh El Ghazal, South Sudan**
Reports to: **Finance Manager**

Procurement Officer Job Summary

We are seeking a detail-oriented, thorough, and organized procurement officer to oversee all procurements and develop new contracts. In this position, you will play a key role in procuring high-quality and cost-efficient supplies for our organization. You will follow procurement procedures, documentations maintain an updated list of current and incoming inventory, and be responsible for approving issue and receipt of all purchases.

The Procurement officer will support the organization in;

- Estimate and establish cost parameters and budgets for all purchases
- Create and maintain good relationships with vendors/suppliers
- Make professional decisions in a fast-paced and competitive environment
- Maintain records of purchases, pricing, and other important data
- Review and analyse all vendors/suppliers, supply, and price options
- Develop plans for purchasing equipment, services, and supplies
- Negotiate the best deal for pricing and supply contracts
- Ensure that the products and supplies are high quality
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development
- Work with team members and procurement manager to complete duties as needed

The desired candidate for this position needs to have these minimum qualifications;

- Basic degree or Higher Diploma in procurement, Business Administration, Logistics
- Solid knowledge and understanding of procurement processes, policy, and systems
- Minimum 2 years' experience as a procurement officer or related position with NGO

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Ability to analyse problems and strategize for better solutions
- Ability to negotiate, establish, and administer contracts
- Excellent verbal and written communication skills
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Ability to work well with management and staff at all levels
- Goal-oriented, organized team player

If you meet these required qualifications and is interested in joining our dynamic team, please send **your motivation letter and a resume of STRICTLY not more than 3 pages** to: vacancies@cedss.org copying cp.manager@cedss.org mentioning your expected gross salary before the 14th Friday 2020. Hard copy applications can also be dropped at our Aweil Office (Hai Mathiang, Aroyo road, Aweil Town) or our coordination office in Juba (Hai - Malakal, cemetery Road, behind Eritrea Embassy, Juba)

Only shortlisted candidates will be contacted for interviews.

NOTE. CEDS is committed to diversity and inclusivity within its workforce, and encourages qualified female candidates to apply. CEDS does not tolerate any form of canvassing and any attempt will lead to automatic disqualification.

Only attach copies of your documents and the submitted copies are not returnable.

Approved: 15/5/2020
 of Labour & Public Service
 Aweil State

