



JOB #: SCMD-PM-001-9/11

JOB OPPORTUNITY

Position: Procurement Manager
Department: Procurement/Supply Chain Management
Reports To: Supply Chain Manager
Location: South Sudan/Juba

Job Summary:

You will manage all Country Program systems and processes for local and international procurement of goods and services to advance the delivery of high-quality programming to the poor and vulnerable. Your knowledge and experience will allow you to successfully manage the quality and efficiency of all procurement and purchasing activities and to ensure stewardship, integrity, transparency, and accountability.

Job Responsibilities:

- Manage fully compliant procurement systems and operating procedures and organize the procurement functions. Assess effectiveness and efficiency and lead improvements. Ensure compliance with CRS procurement principles, standards, and policies; donor regulations; and local statutory requirements.
- Coordinate with various departments to proactively assist with goods/services flow analysis and determine needs and quantity, quality and delivery requirements for goods and services and maintain an up-to-date procurement plan. Collaborate with budget holders to develop annual budget plans that meet procurement needs.
- Manage and control the analyze-to-contract process with strategic sourcing solutions to ensure the best value for money: market research and analysis, goods/services specifications and supplier evaluation criteria, solicitation documents, a transparent and consistent bidding process, etc. Prepare contracts
- Ensure the highest level of transparency and integrity amongst the procurement department and prevent fraud along the procurement process. Conduct periodic risk assessment along the procurement process.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance



management for direct reports. Monitor and assess performance to ensure adequate capacity for successful support of high-quality programming.

- Oversee and monitor relationships and transactions with suppliers, supplier performance, and contractual obligations to ensure contract completion per authorized terms and conditions. Take action to address current and/or potential contractual issues and/or inefficiencies to mitigate risk. Advise on contract/purchase order modifications, if needed.
- Monitor payment terms and schedules through maintenance of open order report and oversee coordination with the finance team to ensure timely payments to vendors.
- Manage a reliable procurement document trail and database management system for control, accountability, and input for proper inventory recording. Ensure all required information and records are complete, accurate, up-to-date, and properly filed. Oversee reports preparation, consolidate reporting and analyze data for decision-making.

Background, Experience & Requirements

Education and Experience

- Bachelors required. Master's Degree in Business Administration or another relevant field preferred. Professional certifications a plus.
- Minimum of 5 years work experience in procurement/purchasing management, logistics, administration with increasing responsibility, preferably with an international organization.
- Good knowledge of various donor procurement regulations (e.g. USAID, EU, UN)
- Additional education may substitute for some experience.
- Knowledge of international and national procurement regulations and local market conditions.
- Strong knowledge of contract terms and proven ability to negotiate terms and agreements and build and maintain networks with suppliers.
- Staff management experience and abilities that are conducive to a learning environment.
- Proficient in MS Office package (Excel, Word, PowerPoint). Experience with database management systems (e.g. MS Access) highly desirable.

Personal Skills

- Strong planning, coordination, prioritization, and time management skills
- Strong analytical skills with ability to make independent judgment and decisions
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions-oriented and results-oriented
- Strong negotiation, communication, and relationship management skills

Required/Desired Foreign Language:

Travel Required:

Key Working Relationships



Supervisory: None

Internal:

External:

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

❖ *Equal Opportunity Employer*

❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*

❖ *Female candidates are HIGHLY encouraged to apply*

Application Submission:



Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **September 28th, 2020**. **Only short-listed candidates will be contacted.**

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: SCMD-PM-001-9/11.

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or by E-mail: southsudanvacancies@crs.org

