



Are you aiming to work for an organization where it is worthwhile investing your personality, your skills and your time? Are you looking for a job that is exciting and has clear goals? Welcome to [Welthungerhilfe](#) - one of the largest and most respected private organisations for development cooperation and humanitarian aid in Germany. Our vision is clear: "[Zero Hunger by 2030](#)" - If you want to become part of our global mission to end hunger around the world, we look forward to receiving your application as:

**Procurement Coordinator**  
In Juba, South Sudan

Announcement date: 17.05.2024

Closing date: 05.06.2024

**Contract duration:** 6 months, three months' probation period with possibility of extension depending on funding and performance.

**Salary grade:** 6

**Background:**

Welthungerhilfe (WHH) has been working in today's South Sudan since the late 1990's. Since the country's independence in 2011, Welthungerhilfe has implemented 87 projects ranging from rapid disaster relief to reconstruction and long-term development cooperation projects with local partners, with an overall volume of over EUR 420 million. Through 19 projects in five states (Northern Bahr el Ghazal, Unity State, Western, Central and Eastern Equatoria), we supported 610,000 people in 2020 alone. Welthungerhilfe receives institutional grants from German federal funds (GFFO, BMZ, GIZ), UN (WFP, FAO, SSHF) and the European Trust Fund (EUTF). WHH SSD primary areas of work in South Sudan are food security, agriculture, food systems, nutrition, WASH and infrastructure rehabilitation, under the overarching umbrella of climate resilience and adaptation. Established in Germany in 1962 under FAO-led campaign against hunger, currently operates in 36 countries globally.

**Project background:**

With funding from multiple donors in multiple locations, the Procurement Coordinator provide the coordination of supply chain, procurement to designated Project locations, working closely with Area Managers, Heads of Projects and Project-based logistics and procurement teams, to ensure smooth implementation of Project activities on time and budget. Procurement Coordinator is part of the Country Office Operations team, comprising of 23 staff in HR, Admin, Logistics, Procurement, IT, and reports to Logistics Expert – Procurement.





### Key responsibilities:

- In close cooperation with Area Managers, Heads of Projects and Support Field Coordinators, ensure full understanding of the needs, plans and timeframes in terms of procurement in designated Project locations to avail maximum support in timely manner.
- Coordinate closely with the Logistics staff of the designated Project locations to ensure the goals of the work plans have been met on time and budget.
- Work closely with designated Project-based Logistics and Procurement staff of to ensure appropriate specifications of the procured materials.
- Ensure adherence to donors' and WHH internal regulations at all stages of procurement process.
- In cooperation with the Logistics Expert - Procurement, effectively utilize online filing systems and software platforms and support their use, in accordance with WHH policies.
- Ensure proper documentation of the procurement processes as per internal WHH guidelines, incl. suppliers' screening, scanning and archiving.
- Assess the market pricing and availability of goods relevant for the designated Projects on regular basis and support the Logistics Expert – Procurement and Head of Operations in analysis leading to improvement of cost-effectiveness.
- Conduct designated Project locations visits, incl. spot-checks, on a regular basis.
- Ensure timely reporting on high-value tender processes and potential risks to senior managers.

### Your profile:

- Degree / Diploma in Procurement, Supply Chain or equivalent.
- 2- 3 years job-related professional experience with a large-scale international NGO.
- Experience and knowledge of key institutional donor procurement rules and regulations, esp. WFP, BMZ, GFFO, FCDO etc.
- Excellent coordination and organizational skills, including ability to work under pressure, pay attention to detail.
- Excellent communication in English, both written and spoken.
- Excellent communication skills to coordinate within different stakeholders.
- High level of professional and personal integrity.

### Application procedure:

Interested applicants can submit their application (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be "Procurement Coordinator".

Hard copies may be dropped to the Imatong Employment Solutions office in Thongping. Please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with "Questions – Procurement Coordinator".





Applications should not reach later than 31/05/2024 at 4pm

Only short-listed candidates will be contacted. Qualified females are strongly encouraged to apply.

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