

**USAID Afia Water, Sanitation and Hygiene (WASH) Project**  
**SCOPE OF WORK**

**TITLE:** Procurement Short-Term Consultant  
**DURATION OF CONTRACT:** STTA  
**LOCATION:** Juba, South Sudan  
**SUPERVISOR:** Procurement Manager

**Project Background:**

The purpose of the Afia Water, Sanitation and Hygiene (WASH) Project is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Afia WASH project intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Urur, Duk, and Pibor.

**Position Summary:**

The STTA Procurement Consultant is to offer a short-term support to the Procurement department in the acquisition of goods and services for program operations and activities in accordance with the regulations, policies and procedures of USAID and DT Global. The STTA Procurement Consultant is expected to initiate the procurement process and maintain through recordkeeping and filing of all procurement documentation. He/She is to ensure compliance with the processes at all times.

The applicant's CVs will be assessed based on the qualifications listed below.

**Duties and Responsibilities:**

- Maintain electronic records of purchases made for operations and programmatic activities.
- Verify, organize and upload all procurement documentation to DT Global's online system (DTGO)
- Draft and complete all necessary forms for the purchase of materials, goods and services.
- Assist in obtaining quotes for services and goods and participate in the preparation and analysis of offers, vendor selection and completion of the purchasing process.
- Support the pre-qualification of suppliers under the supervision of Procurement Manager as needed.
- Assist in carrying out market surveys and visit vendors at times to inspect goods and stocks.
- Receive goods from suppliers or ensure that goods are delivered directly to the recipient and/or beneficiary with all delivery documentation in order.
- Request and review tax registration and vetting for all suppliers of goods and services.
- Provide the necessary information and documentation on purchases of the procurement-based activities and upload these documents online.
- Assist with the verification of payment packages received from the field and make sure all attachments are accurate and in good order.
- Support the Logistics Specialist on delivery of items, including completion of the Goods Received Notes (GRN), storage of items and transfer of items to all recipients.
- Ensure compliance with established South Sudanese applicable laws, DT Global and USAID rules and regulations.
- Does other tasks that maybe assigned from time to time by the Supervisor or the Director of Operations.

**Education and Certifications:**

- Minimum completion of post-secondary education. A diploma or degree in the relevant field is an advantage

**Key Position Competencies and Experience:**

- One to three (1 – 3) years of experience in administration, or relevant field required, particularly for an international development implementing partner or Non-Governmental Organization
- Minimum one (1) year of experience, preferably in procurement and administration roles with USAID and other donor funded projects
- Knowledge of Sudan/South Sudan Labour Laws



- Familiarity with donor policies, such as USAID's procurement policies, rules and regulations.
- Experience in liaising with other organizations and government officials
- Proficient in Microsoft Office
- Strong organizational and interpersonal skills and ability to work calmly under high stress and in a very fast paced environment
- Ability to synthesize and summarize large amounts of complex information so that it can be presented in a simple and easy to understand way
- Effective written and oral communication skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and versatility
- Have integrity, empathy, and demonstrated ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Ability to communicate clearly and concisely, both written and verbally in English and spoken Arabic required and other local languages preferred.
- Position open to South Sudan nationals only.



#### **DT Global Core Competencies:**

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

#### **Application Process:**

To apply, please send your CV and Letter of Motivation including your nationality ID as **one single document** to [afiawash.recruiting@dt-global.com](mailto:afiawash.recruiting@dt-global.com). Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Only candidates who are short-listed will be contacted. **The deadline for submissions is Tuesday, April 27, 2023, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

