

Procurement / HR Officer_USAID_Youth Empowerment Activity (YEA)

Position Location: Juba

Project Name: USAID Youth Empowerment Activity

Anticipated Start Date: As Soon as Possible.



EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

Project Description

The USAID South Sudan Youth Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across five (5) states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. Y4Y will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

Job Description

The Procurement and Human Resources (HR) Officer will manage project procurements and manage the routine functions of the Human Resources department. S/he will ensure compliance with USAID regulations and EDC policy and procedures in support of project activities at project headquarters and five zonal offices. Duties will include the supervision of the day-to-day procurement functions with particular focus on complex, high-value, and critical programmatic procurements such as print materials. S/he will maintain a procurement process that is transparent, responsive, and efficient in delivering goods and services on time and within budget. S/he will organize and manage all office administrative tasks and have responsibility for



providing a variety of activities related to human resources administration including recruitment, staffing, compensation, Human Resources Information Systems, benefits, employee relations, training, and employment regulatory compliance. This position will provide HR support to all offices, maintain close communication relationships with the technical team as well as operational and financial staff, as relevant, and perform other duties, as assigned.

The Procurement and HR Officer reports to the Director of Finance and Administration. This is a full-time position based in Juba, South Sudan.

Essential functions include, but are not limited to the following:



Major Responsibilities

Procurement 70%

- Coordinating with the Director of finance and operations to ensure procurement practices align with project's policy and procedures manual and adhere to USAID rules and regulations.
- Supervising day to day procurement support, collaborating with project technical teams to provide guidance and assistance for activity trainings, events, and meetings requiring venues, rentals, catering services, transportation services, and stationery/supply procurement.
- Managing Timely receipt of invoices from vendors and coordinating with finance staff for disbursements
- Establishing and maintaining a purchase order database to track and monitor the delivery of goods and services.
- Work with the procurement team to set detailed procurement documentation files in both electronic and hard copy.
- Managing staff coordination for ongoing activities and presenting updates to senior management in weekly meetings.
- Other duties assigned.

Human Resources 30%

- Responsible for maintaining confidential HR files for both national and international personnel.
- Track and documenting all ongoing HR activities(leaves)
- Facilitate staff recruitment process.
- Manage local consultancies (issue contracts and monitor payments).
- Generate HR Timesheets with detailed information at the end of each month in consultation with the finance team.
- Other duties as assigned.



Qualifications

Education

Degree (or equivalent experience) in Human Resource/Procurement or related field.

Skills and Experience

- Minimum of 4 years of progressively responsible and directly relevant work experience (2 years of related experience with a master's degree)
- Strong interpersonal skills with demonstrated capacity to work with staff at all levels in the organization and to build consensus and collaboration among program teams and with operations.
- Must be able to perform complex processes and duties with minimum supervision.
- Must be able to work within a cross cultural setting, negotiate diplomatically, and function well under pressure.
- Excellent writing skills
- Experience working with key software and Microsoft Office, especially MS Word and MS Excel
- Familiarity with local labor laws and regulations.
- Self-motivated and proactive with a high level of integrity
- Experience supporting USAID or another donor funded project is a plus.
- Willingness to travel to states and counties covered by the project.

Additional Information

Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least two local languages spoken in the specific County is highly preferred.

Application Instructions:

Job closing date: March 12th, 2024

To apply, Applicants are encouraged to visit the Careers Page at: <https://go.edc.org/SouthSudanJobs>

Or only if technical difficulties occur, applicants may send their resumes to: usaidyearrecruitment@edc.org, listing "Job Title- HR/Procurement Officer YEA South Sudan" in the Subject Line.

Or hand deliver applications, enclosed in an envelope to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position /County applied for.



Applications will be progressively reviewed as they are received. Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

Note: EDC doesn't solicit for money from applicants at any level of the recruitment & selection process.

