



VACANCY ANNOUNCEMENT

POSITION TITLE:	Procurement Assistant/ Logistic
LOCATION:	Juba, South Sudan
REPORT TO:	Finance Manager
DURATION:	3 Months with renewal based on performance
POSTING DATE:	23 Feb 2022
CLOSING DATE:	12 March 2022.

SO. H. 3
Approved

95/2/2022



OVERVIEW

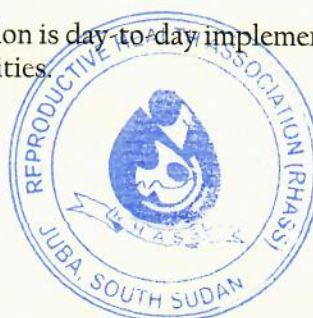
Reproductive Health Association of South Sudan-(RHASS) is a not-for-profit organization registered under the laws of South Sudan in 2011 to provide high quality, integrated Reproductive health services. It has so far demonstrated its solid commitment and support to the national effort to improve the sexual and reproductive health rights situation in South Sudan with focus on the poorest and underserved segments of the population.

Liaises with: International Planned Parenthood Federation, Africa Region (IPPF-ARO), UNFPA, Government Authorities, Agency representatives as well as other stakeholders in South Sudan and abroad to ensure appropriate mechanisms of efficient management and operations of RHASS.

The procurement assistant will play a crucial role in handling the day-to-day activities, provide support to the office with logistical arrangements related to training/ workshop/ conferences through engaging with project technical leads, and service providers to identify the most cost_ efficient meeting venue options.

1. Role and responsibilities

The purpose of the procurement assistant position is day-to-day implementation of the procurement support functions and responsibilities.



Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Ensure adherence with RHASS policies, tools, handbooks and guidelines
2. Implement delegated procurement support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Ensure timely delivery of goods and service. Enforce transparent and open procurement process for RHASS to obtain the best value for money.
- Implement internal controls and procedures designed to ensure strict compliance with RHASS Logistics Handbook.
- Ensure all procurement roles from the field are well tracked in the system and the status of the orders is shared with programs and management weekly.
- Transport all project materials needed to the field staff and offices whenever needed.
- Track and ensure efficiency in delivering all PRs raised by the field. Follow up with the field staff to ensure buying the needed items.
- Prepare TARs, flight bookings, etc. as needed and as delegated by the line manager.
- Conduct market assessments and ensure delivering the best items with the best quality.
- Prepare and follow up on procurement plans.
- Visit field locations when needed and as delegated from the line manager.
- Other responsibilities as delegated by the line manager.

Requirements – Knowledge, Skills, and Abilities for the Procurement Assistant.

- Detailed and organized approach.
- Professional telephone manner.
- Ability to use e-mail communication.
- Proficient in MS Office and Excel.
- Self-motivated, proactive and innovative style.

Educational requirements

A bachelor's degree in Procurement & Logistic, Purchasing and Supplies, Economics or any business-related course from an accredited university supported by knowledge in logistic, or supplies chain would be sufficient to be eligible for the post of a procurement assistant. Should have good mathematics and computation skills to be able to make the calculations with good speed and accuracy.



How to apply



- | |
|--|
| 1. Interested individuals are advised to submit their application attaching their CVs with a cover letters scan as one document through email to: guneannitah@gmail.com : |
| 2. Hard copies can be dropped at RHASS office located at Star Village building, opposite St. Thomas ECS Church along Gudele Road. |
| 3. Applications once received are not returnable |
| 4. This vacancy is open to South Sudanese only. Female candidates are encourage to apply. |

