



IMA World Health

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Approved by
MOL R S S
16/12/2020
[Signature]



ADVERTISEMENT

Post Title: Field Operations Coordinator

Number of Vacancies: 01 (one)

Duty Station: Juba – South Sudan

Contract length: 12 Months renewable
Reports to: Procurement/Logistic Officer

ORGANIZATIONAL BACKGROUND

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

IMA World Health, a member of the Corus family, is seeking Field Operations Coordinator based in Juba, South Sudan. IMA World Health brings extensive expertise in health systems strengthening as well as neglected tropical diseases, nutrition, malaria, HIV, non-communicable diseases, and sexual and gender-based violence programs alongside Corus expertise in agriculture, food security, WASH, and humanitarian response in some of the most challenging and post-conflict settings throughout the world.

POSITION DESCRIPTION

This position for the MOMENTUM Integrated Health Resilience project, led by IMA World Health, will report to the Logistics & Procurement Officer. The Field Operations Coordinator will ensure procurement of goods or services outside of Juba is carried out in a timely manner, IMA World Health and USAID requirements are complied with, procurement records are properly maintained and updated, periodic reports are prepared and submitted promptly, and procurement and supply chain management systems are strengthened.

KEY RESPONSIBILITIES:

LOGISTICS

- Responsible for and accountable for, the delivery of all logistics and supply chain related activities outside of Juba in accordance with IMA logistics policies and procedures.
- Provide technical support to logistics staff across all field sites, in accordance with IMA logistics policies and procedures.



- Ensure that all procurements are tracked and recorded to identify items that should be part of a pre-approved tender process, and ensure that open and free competition for procurements.
- Proactively coordinate and direct the management and tracking of all medical supplies, equipment, material in transit, through its receipt, storage, and onward distribution to include the locating and negotiating contracting for storage/warehousing that is secure, well-maintained, and meets health and safe working practice requirements.
- Maintain accurate filing systems, with documented and supported records of action for audit purposes, and submit monthly logistics reports to the in-country management team.
- Contribute to the transportation plan design.
- Assist in getting out security clearance for the flight and other clearances.
- Following up Tax exemption with RRC and custom.
- Sometime act as focal person in WFP booking both for cargo and Passengers in the absence of the Logistics and Assets Officer.
- Help coordinate general day-to-day office transport for staff movement – act as fleet officer.
- Keep the IMA Project’s management informed of developments in South Sudan’s customs and import/export regulations.

PROCUREMENT

- Collaborate with the non-Juba based teams to define the technical details, time tables and contractual requirements to support complex and dynamic procurements.
- Establish and maintain sound working relationships with suppliers.
- Prepare draft RFQs and RFPs for review as needed.
- Obtain quotations from vendors.
- Follow IMA World Health Procurement Guidelines, and ensure compliance with IMA donor’s policies
- Prepare Purchase Orders, Purchase Requisitions, and Amendments.
- Maintain Procurement files including POs files.
- Create and maintain a vendor database.
- Consolidate and circulate weekly procurement status reports for each department; procurement tracker.
- Promptly process procurement requests and procurement of items that are necessary for programming and daily operations.
- To conduct market surveys, obtain official bids, and other needed documents from bidders in the market in order to respond to daily Juba office/ field offices needs of goods and services for Program and daily offices operations.
- To prepare bids analysis, selection memos and convene procurement committee meetings;
- To negotiate prices and obtain best possible rates and deals for IMA World Health;
- For onward delivery to program and operations teams of procured items;
- To review, prepare and/or amend and process procurement documents for submission to IMA World Health finance team for payments;
- To assist in training of staff on procurement procedures and requirements;
- To perform any other duties as assigned by the Operations Director.

REQUIREMENTS



- Education: Completion of secondary school required. Diploma or Bachelor's degree in Procurement and Logistics, Management, Business Administration or a related field preferred.
- Minimum of three years demonstrated experience in field operations and logistics.
- Demonstrated ability to use analytical skills, meet deadlines, and work on multiple projects simultaneously is preferred.
- Experience in developing cross-cultural materials and information for promotional purposes.
- Strong community and cross-cultural skills
- Excellent written and oral communication skills required
- Fluency in English.
- Knowledge of Microsoft Office software programs
- Knowledge of visa procedures for international staff preferred.
- Ability to work independently as well as coordinate with teams
- Energetic, organized team player with strong problem-solving skills.

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or hand delivered to the South Sudan Country Office. UAP Equatoria Tower, 8th Floor, Wing B. Hai Neem, Malakia Rd. Deadline for submission is **Friday January 8th, 2021 by 5 pm South Sudan Local time.**

Include Name of the position in email subject line or on the envelope clearly marked

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only