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Approved by Senior Inspector  
MOL/RSS/JT

*[Signature]*

09/08/2023

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

Vacancy No. JBA/19/8/0001



**Who we are:**

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

**Country and Project Background:**

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees to access their rights in a safe and secure environment. Currently DRC is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Mine Action and Peacebuilding.

**DRC Seeks to Recruit:**

Position Title	<b>Supply Chain Assistant</b>
Reports to	<b>Supply Chain Team Leader</b>
Duty Station	<b>Juba</b>
Contract Type	<b>Standard</b>
Employment Start Date	<b>As Soon as Possible</b>
Salary	<b>According to DRC Salary Policy</b>
Eligibility	<b>South Sudanese Nationals Only</b>
Advertisement Closing Deadline	<b>28<sup>th</sup> August, 2023</b>





### **Overall purpose of the role**

The Supply Chain Assistant will be responsible and accountable for all procurement of goods and services in Juba. Fundamental to this role is to manage the procurement processes in an effective and efficient manner so as to support the timely implementation of program activities.

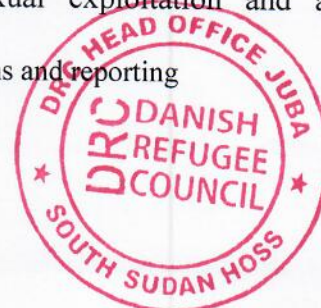
**Geographic Scope:** This role has a Country focus and ensures compliance to DRC procedures and guidelines at Country level. The role contributes to the development of Country strategies, which are translated into action plans and day-to-day tasks.

### **Responsibilities:**

- Assist in coordinating with programme staff to ensure Supply Chain involvement in the whole programme cycle.
- Provide effective and efficient support to programs' needs.
- Facilitate procurement of all goods and services, and take a leading role in the preparation of Purchasing Plans, ensuring all the procurement processes are in line with DRC Operations Handbook
- Track all orders, purchases, and deliveries.
- Organize Monthly (or bi-monthly meetings with suppliers in Juba and discuss procurement related issues to aid programme delivery and compliance to DRC standards.
- Organize for Tender opening committee meetings.
- Work with your supervisor to ensure that local market surveys are regularly carried out, to ensure a full knowledge of the availability and price of local items.
- Organize procurement systems that hold up highest standards for internal control and efficiency.
- Follow up Procurements pipelines with other departments when and where necessary.
- Ensure that all purchase requisitions have a clear, precise, and accurate description of the item requested, in order to facilitate purchase.
- Compile weekly and monthly status reports.
- Have oversight of all purchase and service contracts to ensure DRC's interests are protected.
- Optimize all logistics operations to increase cost effectiveness including setting up longer term supply contract.
- Ensure that the Signatory Authority level is followed during the procurement approval process.
- Assist in Communication with different departments and other agencies/vendors concerning supplies and consumables.
- Assist in Managing and maintenance of accurate filing systems, with documented and supported records of actions for audit purposes.
- Provide your supervisor with the status of all procurements.

### **PSEA and AGD**

- Foster a working environment that promotes the protection from sexual exploitation and abuse of all persons of concern that DRC serves as well as DRC.
- Engage in PSEA initiatives such as trainings and promote the prevention of SEA including through understanding and utilizing as appropriate PSEA reporting mechanisms.
- Uphold DRC commitment to Protection from sexual exploitation and abuse commitment to promoting AGD
- Include statements which refer to AGD in work collaborations and reporting





**Experience and Technical competencies:**

- Excellent skills in Procurement Procedures
- Computer literacy particular with Microsoft Office, Excel, and Access
- Experience in NGO Procurement regulations
- Responsible attitude and ability to manage resources
- High level of problem-solving skills
- Background in Logistic procedures
- Established capacity to deal with stressful situations, willingness to work in remote and isolated location;
- Good computer and IT skills and strong English communication and writing skills
- Female candidates are strongly encouraged to apply

**Desirable qualifications**

- An understanding of the South Sudan context.
- Self-motivated and able to work with a minimum of guidance and supervision.

<p><b>Education:</b> (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree/Diploma in Supply Chain Management or related field.</li> <li>• Work experience in humanitarian aid related organizations</li> <li>• Ability to work proactively and with initiative.</li> <li>• Commitment to a team approach.</li> <li>• Good interpersonal and communication skills</li> <li>• Flexible, reliable, and trustworthy</li> </ul>	<p>Find the definition of DRC’s Core competencies <a href="#">here</a></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> <li>• <b>Striving for excellence:</b> you focus on reaching results while ensuring an efficient process</li> <li>• <b>Collaborating:</b> you involve relevant parties and encourage feedback.</li> <li>• <b>Taking the lead:</b> you take ownership and initiative while aiming for innovation.</li> <li>• <b>Communicating:</b> You listen and speak effectively and honestly.</li> <li>• <b>Demonstrating integrity:</b> you act in line with our vision and values</li> </ul>
<p><b>Languages:</b> (indicate fluency level)</p> <ul style="list-style-type: none"> <li>• Fluent knowledge of English (verbal and written)</li> <li>• Basic Arabic language is an added advantage</li> </ul>	
<p><b>Key stakeholders:</b> (internal and external)</p> <ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Vendors</li> <li>• DRC Project Managers</li> <li>• DRC Staff</li> </ul>	



### How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo). OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office Juba or to any DRC field offices.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

### Further information

Please note, as this position is urgent, applications will be reviewed on a rolling basis and interviews held prior to the advert closing date.

We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

### Safeguarding:

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

