



CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Procurement Intern
Department:	Program Support
Location:	Juba
Supervisor/Principal Evaluator:	Procurement and Contracts Manager

JOB SUMMARY

The incumbent will be responsible for initiating and maintaining professional relationships with all vendors for timely delivery of quality goods and services as per the purchase order or contracts. S/he will support in establishing and maintaining adequate communication channels between CARE-team and vendors. The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

RESPONSIBILITIES AND TASKS:

- Assisting in the market survey and new vendor registration process
- Assist in updating the vendor database (email, phone and other details)
- Support with the process of sending requests for quotations to different vendors for various categories of framework agreements.
- Follow up with vendors and collect quotations within the given timeline.
- Prepare summary bid analyses (SBA) and organize meetings for its approval.
- Follow up with vendors for delivery of goods and services as per due date of all active purchase Orders.
- Support in updating procurement files in SharePoint.
- Prepare vendor set-up form for new vendors and obtain Procurement Committee's approval for set up in system.
- Undertake any other tasks assigned by the Procurement and Contracts Manager

Upholding CARE's Core values and ensuring its principles.



- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

Qualifications

Intermediate in Business Administration or a relevant degree equivalent. Freshers also encouraged to apply.

Knowledge Skills and Competencies

- Good knowledge of procurement processes
- Tactfulness, ability to deal with people and having an attitude to learn.
- Proficient in the use of Microsoft Office especially in Excel spreadsheets and software packages
- Good communication skill in English

HOW TO APPLY

The position will be based in **Juba**. This position is ONLY open to South Sudanese Nationals. Opening Date **19th October 2023** and Closing date CARE South Sudan receiving application will be **25th October 2023**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan or CARE **Juba, Head Office**

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

