

## Job Vacancy Announcement

Position: Procurement Assistant (1 Position)  
 Department: Logistics  
 Reports to: Logistics Officer  
 Contract duration: 6 months with possibility of extension depending on funding and performance  
 Location: Maban, Upper Nile State  
 Opening date: 16<sup>th</sup> December, 2021  
 Closing Date: 6<sup>th</sup> January, 2022  
 Eligibility: South Sudanese Nationals Only

### Background ACTED

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. ACTED implements projects in more than 30 countries around the world, in Africa, Asia, Europe, Latin America and the Middle East.

ACTED is Sourcing for qualified and highly self-motivated candidates to fill the position of Volunteer Accountability Assistant to support its programs in Maban.

### Job Purpose

The Procurement Assistant, under operational guidance of the Procurement Officer, is responsible for ensuring that ACTED procurement procedures are followed. The Procurement Assistant has to prioritize collection of quotes and local procurement based on urgent needs and delivery deadlines. He/She has to assist the Procurement Officer in ensuring that the programme managers and the stock officers are informed prior to delivery of any materials.

<b>CHAIN OF COMMAND</b> <u>Under the authority of:</u> - Procurement Officer - Area Logistics Manager  <u>Line Management:</u> - N/A	<b>Working Relations</b> <u>Internal Relations:</u> - Procurement Officers - Area Logistics Manager - Programme Managers - FLATS Teams <u>External Relations:</u> - Suppliers / service providers / sub-contractors - Other Humanitarian Organizations
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### Objectives

To ensure procurement is done in a timely and transparent manner, according to ACTED procurement procedures, and in line with donor requirements and based on program needs.

### Duties and Responsibilities

- Sending request for quotations to suppliers
- Processing of OFs for local procurement.
- Preparation of procurement memos and contracts for local procurements.
- Follow up the deliveries of items from the local suppliers
- Filing procurement documents in chronological order.
- Preparation of suppliers' payments and submit to finance.
- Assist the Procurement Officer in entering/updating OFs and contracts into ASSIST.
- Inform the Stock Officer and the Program Managers prior to reception of any materials from suppliers.



1. External Relations

- a) Ensure suppliers are treated equally, no conflict of interest in collection of quotes.\*
- b) Liaise with other humanitarian organizations operating in the area – Local or International in order to identify some reliable suppliers.

2. Reporting

- a) Provide regular and weekly procurement updates on progress and challenges to supervisors and other team members.

**Qualifications/Experiences/Skills**

- Higher national diploma or Ordinary diploma in Procurement and/or Logistics or Supply Chain Management
- Two to three years minimum in logistics management experience
- Experience of working with INGO in a similar capacity will be an added advantage.
- Ability to work well and Under pressure
- Willingness to take up a position post and residence in a fragile context
- Ability to work independently and as part of a team, with strong interpersonal and communication skills is required.
- Ability to work with Microsoft Word, Excel, Power Point and Outlook.

KEY PERFORMANCE INDICATORS

- % of OFs and procurement contracts processed and completed on time as per the original plan
- % of OFU being updated in ASSIST
- % of accuracy in contracts drafting and procurement memos
- % of accuracy in filling procurement documents
- Completing an assignment with a given time frame

How to apply

Interested and motivated candidates can submit their applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to ACTED Country Office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel or by e-mail to the Logistics Manager on e-mail address: [sebastian.fernandezrussomando@acted.org](mailto:sebastian.fernandezrussomando@acted.org) copying [juba.hrofficer@acted.org](mailto:juba.hrofficer@acted.org)

Please indicate the position you applied for clearly on your envelop, your contact address and names. Applications submitted after the deadline will not be accepted.

Female candidates are encouraged to apply.