



50-H3
Approved by
Inspector of Labour



JOB OPPORTUNITIES

Job Code: 008
Job Title: Contracts and Procurement Officer
Location: Juba
Contract Type: Regular Contract (dependent on funding)
Reporting To: Contracts and Procurement Manager
Number of Positions: 1
Application deadline: April 30, 2026,

* The position is open to South Sudanese nationals ONLY

PROJECT DESCRIPTION AND SUMMARY OF ROLE

The Advancing HIV & AIDS Epidemic Control (AHEC) Activity is a U.S. Department of State-funded initiative implemented in South Sudan by IntraHealth International to strengthen HIV prevention, care, and treatment services. The project approach focusses on Facility and community led responses, strategic case finding, retention in care, and the delivery of high quality, client centered HIV services.

The Contracts and Procurement Officer support the Contracts and Procurement Manager by providing oversight, coordination, and monitoring of procurement and subcontracting activities under the AHEC program. The role ensures that procurement and contracting processes are compliant with U.S. Government regulations, donor requirements, and IntraHealth policies, while promoting efficiency, value for money, and accountability.

Key Functional Focus Areas

- Procurement planning and competitive sourcing
- Subcontract and vendor management
- Compliance with U.S. Government and donor regulations
- Financial oversight and subcontractor monitoring
- Risk management, audits, and documentation
- Coordination with program, finance, and operations teams

KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS

Procurement Management



- Support development and implementation of the annual procurement plan in coordination with program leadership and headquarters.
- Conduct and document competitive procurement processes in line with IntraHealth policies, FAR, and AIDAR regulations.
- Identify and evaluate suppliers, negotiate pricing and contract terms, and maintain preferred vendor lists.
- Develop and implement procurement strategies to optimize sourcing, cost efficiency, and supplier performance.

Contracts and Subaward Management

- Draft and review subcontracts, consultant agreements, purchase orders, leases, and contract modifications.
- Support pre-award risk assessments and recommend risk mitigation measures and special award conditions.
- Monitor subcontractor performance through financial reviews, site visits, and regular reporting.

Financial Monitoring and Compliance

- Review subcontractor financial reports and cash requests for accuracy and compliance with approved budgets and workplans.
- Track budget performance and communication variances to management on a monthly basis.
- Collect and maintain annual certifications and required compliance documentation from subcontractors.

Coordination, Audits, and Reporting

- Maintain active communication with subcontractors and provide timely responses to contractual and compliance inquiries.
- Support internal and external audits of subcontractors and ensure follow-up on audit findings.
- Maintain accurate and confidential procurement and contract records in line with organizational requirements.

EDUCATION AND EXPERIENCE REQUIREMENTS

Required Qualifications

- Bachelor's degree in commerce (Accounting option) or an equivalent qualification from a recognized institution.
- Minimum of three (3) years of professional experience in U.S. Government grants and contracts management within the NGO sector.
- Demonstrated experience managing U.S. Government grants and contracts, preferably PEPFAR-funded.
- Strong knowledge of U.S. Government rules and regulations, including FAR and AIDAR.



- Proficiency in Microsoft Office applications (Word, Excel, Outlook).

SKILLS AND COMPETENCIES

- Strong analytical, organizational, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines.
- High level of integrity, confidentiality, and attention to detail.
- Ability to work effectively with diverse teams and stakeholders.

APPLICATION PROCEDURE

To complete your submission, please:

- 1- Complete the application form by clicking <https://qr.link/biKNg8> or scanning the QR code at the bottom of the page.
- 2- Send email to aherecruitment@intrahealth.org In the subject line, write the following: [Job Code_Job Title_Post Location_First & Last Name]. Example: [008_Contracts and Procurement Officer_Juba_John Doe].
- 3- Attach the following documents to your email: Cover letter, Updated CV, Copies of academic certificates, National ID & Contact details for three professional references (including current supervisor)

Deadline for receiving applications is Thursday, April 30, 2026. Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

You may also submit hard copies of your application at any of the following Intra Health locations closest to you. Please note that submitted documents are non-refundable:

- **Juba:** Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.
- **Rumbek:** please submit it to the Clinical Service Coordinator at Rumbek State Hospital.
- **Kapoeta:** please submit to the Community Engagement Officer at Kapoeta Hospital.
- **Yirol:** please submit it to the Clinical Service Coordinator at Yirol Hospital.
- **Nimule:** please submit it to the Clinical Service Coordinator at Nimule Hospital.
- **Torit:** please submit it to the Operations Assistant at Torit Hospital.
- **Drop the application to the health Facilities listed above.**

Due to the urgency to fill this position, applications will be reviewed on rolling basis

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