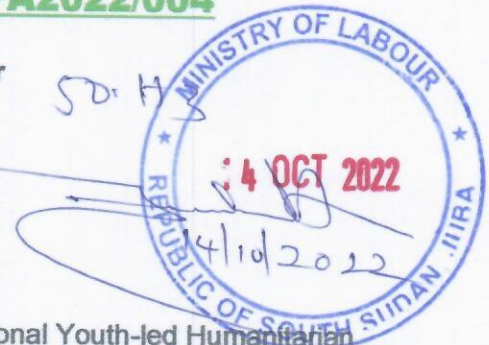


Call for Applications YSAT/JB/CFA2022/004

Job Title: Procurement & Logistics Officer
Duty Station: Juba Base
Reports to: Program Manager
Position Open Date: 14th /Oct/2022
Closing Date: 2 / NOV/2022
Expected Start Date: As Soon As Possible
Contract Duration: 3 Months (possible extension)



Youth Social Advocacy Team (YSAT-South Sudan) is a National Youth-led Humanitarian and Development Non-Governmental Organization that works with grassroots communities to address increasing violent conflicts, Food Security and Livelihood Needs and provide access to alternative learning opportunities for Communities affected by Crisis in South Sudan and Uganda. YSAT currently runs three programs in Uganda and South Sudan: Education in Emergencies, Food Security and Livelihoods, Peace Building

YSAT South Sudan with funding from Dan Church Aid (DCA) implements an Integrated Youth Empowerment and Peace Building Project of "*Building Resilience and Social Cohesion through Youth Engagement in Entrepreneurship and Peacebuilding in Magwi County*" and wishes to recruit a highly competent, proactive, and self-driven individual for the position of Procurement & Logistics Officer – Juba Office

The contract for this position is fixed term/definite contract with possibility of extension based on funding availability, project extension and satisfactory staff performance.

Purpose of the position:

Under the supervision of Program Manager, the successful candidate the Logistics and Procurement Officer provides overall effective and efficient support to programs needs with specific reference to supporting the implementation at all levels of procurement, logistics, booking services and equipment/asset/inventory management strategies, procedures and tools developed by YSAT through coordination and cooperation with all project staff, partners and beneficiaries.

Duties and Responsibilities

Procurement responsibilities:

- Ensuring all procurement processes are in line with YSAT Procurement Policy.
- Following up on all procurement plans for all projects, in coordination with Program staff.
- Managing the procurement tracking sheet, including in relation to assigning progressive numbering to purchase requisitions, monitoring progress of each procedure and flagging any issues/delays.
- Advising Programme colleagues and beneficiaries and/or partners on the appropriate procedures to follow for a given procurement need.
- Managing the electronic (online and offline) dissemination of invitations to bid (including requests for quotation, single quote procedures, etc.).
- Participating in the evaluation of received bids.

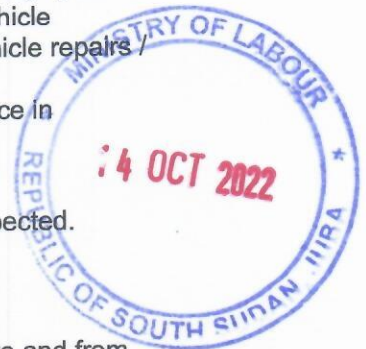
- Managing relations with suppliers during the contract implementation period.
- Ensuring the correct closure of each procurement procedure by making sure the relevant completion/handover certificate is filled out.
- Managing procurement files in accordance with YSAT procedures and requirements.

Equipment/Asset/Inventory management responsibilities:

- Managing the relevant filing system, with specific reference, but not limited to updating the Assets and Equipment List and the General Programme Equipment List in real time and in accordance with YSAT procedures.
- Labeling new inventory items in real time in accordance with YSAT labeling system.
- Managing vehicle fleet, with specific reference to monitoring need for vehicle servicing and coordinating with other colleagues, coordinating minor vehicle repairs / routine maintenance, monitoring correct use of vehicle logbooks.
- Ensuring assets/equipment handover to beneficiaries/partners takes place in accordance with YSAT procedures and donor requirements.

Logistics responsibilities:

- Ensuring all logistics-specific rules and policies are understood and respected.
- Monitoring availability of office supplies and ordering as necessary.
- Collecting information on vehicle needs from all project colleagues and communicating to respective line managers on time.
- Manage all booking of flights and accommodations of all Project teams to and from the Field and International Flights between South Sudan and Uganda under **BRIDGE** Project.
- Contributing to drafting of weekly, monthly, yearly and other reports.
- Any other duty as assigned.



Desired Qualifications/Experiences

- Holds a Diploma/bachelor's degree in Procurement and Logistics Management or any related field relevant to the post
- At least 3 years of experience in procurement and logistics coordination in South Sudan humanitarian operations.
- Prior experience in managing multiple procurement procedures simultaneously.
- Working experience with **USAID Funded Projects**
- Very good command of written and spoken English
- Excellent computer literacy (MS Office and data base)
- Track record in driving/motorcycle riding skills with valid driving permit is a **MUST**.
- Ability to multitask and coordinate with Teams in various locations
- Working experience with **DCA /DANIDA** and **USAID Funded Projects** will be an added advantage

Personal Competencies

- **Communication:** Ability to share relevant information, feedback on changing priorities and procedures, give constructive criticisms, speaks clearly, writes effectively to persuade any situation, listens to others with interest to help with ideas; and demonstrate an ability to build relationships within and outside the organization based on trust and professionalism.



- **Ability to Multi-task:** the ability to demonstrate interest in improving relevant skills, planning, and organizing, setting clear achievable goals with project priorities, handle multiple tasks and assignments; prioritizing more important tasks and maintain a good sight on others, timely reporting of any barrier to tasks completion Immediately
- **Teamwork:** works collaboratively with others, delegate tasks and responsibilities, actively make team decisions in the organization to achieve project tasks that contribute to organization's Vision, Mission, values and goals.

Work Relationship

Internal (within YSAT Office)	External (Outside Office)
<ul style="list-style-type: none"> • Project Team 	Organization Suppliers
<ul style="list-style-type: none"> • YSAT Team in Juba, Magwi, Duk, Pibor 	Our Partners (DCA, USAID, MIT-DLab)
<ul style="list-style-type: none"> • Supervisors • YSAT Management 	Other stakeholders at Field Levels (RRC, Local Administration)

APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office here via: recruitment@youthsat.org copying youthsat2017@gmail.com

Hard copy applications and CVs/Resume can also be delivered to YSAT Juba Office in Tongpiny Near Turkish Embassy from **Monday -Thursday from 9AM -2PM**

Deadline for receiving applications Monday 24th Day of Oct 2022 at 4:00 PM CAT

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both **South Sudanese** and Foreign Nationals and preferably those with experience working in South Sudan context.

Qualified female candidates are **STRONGLY** encouraged to apply. **High Priority!**

YSAT is committed to **Zero Tolerance** for **Fraud & Sexual Exploitation and Abuse (SEA)** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Please note:

1. *only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. *Due to the urgency in filling the position, applications may be reviewed and processed before the deadline*
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

Humanitarian Services are Free!

