

## JOB ADVERT

Position Title: Procurement and Logistics Officer  
Location: Juba  
Report to: Operations Manager  
Number of post: one (01)  
Duration of Contract: 12Months with possibility of extension depending on funding availability  
Application Start: 1/06/2023  
Application End: 20/06/2023



### Organization Background:

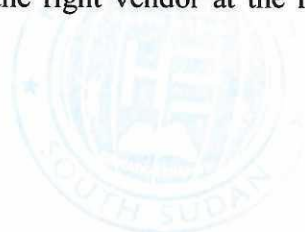
*HelpEducation South Sudan* (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (Reg. #696) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek Gogrial) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

### **General Description of the Role:**

The Procurement Officer is responsible for the procurement of supplies, works and services in accordance with HESS and donor policies and procedures.

### **Key roles/duties & responsibilities:**

- Collectively with the operations team, follow, implement and maintains an effective policy system of procurement and temporary storage of all project materials before and during transition to field while safeguarding HESS policy.
- Procure materials and highly technical supplies with highest standard of integrity insuring the right products in the right quantity, from the right vendor at the right price and is available in the right time.



- Maintain careful records of all compound inventories items and asset inventory noting their movement and status.
- Create, develop and maintain the procurement plan and schedule for each season. Keep team aware of progress and adjustments to schedule as needed.
- Provide support in the achievement of the objectives and budget of the program.
- Ensure the proper use of funds is maintained and report any fraudulent activity.
- Process payments efficiently and accurately, maintain payment tracker to ensure timely payments are made to our vendors
- Manage allocated procurement requests in accordance with HESS procedures and donor requirements.
- Advise requestors on specifications, criteria, and HESS procurement procedures as needed, Arrange procurement and tender committee meetings ensuring participants are invited with due notice, required documentation is prepared and shared, minutes are recorded and approved.
- Understand HESS terms and conditions and draft contracts based on HESS templates.
- Contract all allocated procurements within the target lead times. Notify manager in advance of any foreseen delays and ensure HESS terms and condition of purchase goods/works are incorporated in all contracts.
- Maintain full soft and hard copy of procurement files as per HESS procedures on procurement document archiving process
- Inform the warehouse of orders placed and provide soft copies of documents to support the reception.
- Upon confirmation of receipt of goods by the warehouse prepare payment paperwork and ensure approved invoices are submitted to finance for payment within stipulated days of receipt. Support the warehouse team to ensure the right supplies ordered are received.
- Record contracts on the contract management database and update any payments made.
- Keep the Juba orders tracking sheet up to date ensuring access to live and accurate information. Utilize existing contracts and framework agreements to ensure efficient procurement.
- He/She are also responsible for procurement planning, transportation, and storage, as well as overseeing the organization, planning, and maintenance of the fleet.
- Manage the repair of equipment

#### **Supplier Engagement:**

- Liaise with suppliers in a professional manner on behalf of HESS. Make sure that all suppliers are dealt with fairly and equally. Do not use your position for personal gain and immediately declare any conflict of interest in accordance with HESS procedures.
- Support regular local market surveys and ensure the Vendor Roster and other supplier information is kept up-to-date and referenced during the procurement process,



- Monitor supplier performance and report to the manager. Update Supplier data base according to HESS procedure.

**Personal management and development:**

- Manage own workload ensuring timely delivery of multiple concurrent activities.
- Stay up to date with HESS policies and procedures including undertaking regular training.
- Other responsibilities;
- Support procurement planning for new programmes as requested.
- Support field offices to support field level procurement processes.
- Prepare monthly/quarterly Procurement report and submit to the manager.

**Qualification Requirements:**

- Bachelor's degree or Diploma in Procurement & Logistics management, Business administration with speciality in Procurement, Procurement & Supply chain Management or relevant professional qualifications from accredited institutions.
- Minimum of three years 3 years of experience in similar role in the NGO
- Ability to undertake proactive planning, analysis, and reporting.
- Computer literate with strong skills in Microsoft Excel, Word & PowerPoint.
- Good interpersonal and communications skills
- Previous trainings in the field of procurements are an added
- Familiarity with the use of cloud documented management.
- Good communications skills in English both verbal and written.
- Very good, demonstrated coordination skills.
- Skills in carrying out price assessments in the market is required for this job

**Equal Opportunities:**

HESS supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless Of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. HESS continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. HESS is committed to equal opportunities in employment and staff training.

**Safeguarding:**

Children and vulnerable adults who meet HESS as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place



them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that HESS shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates

**Accountability within HESS:**

Alongside our safeguarding policy, HESS is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with HESS will be expected to adhere to the following key areas of accountability

Comply with HESS policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.

Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our program area.

Report any concerns about inappropriate behavior of a HESS staff or partner.

**Deadline for submission of applications is 20<sup>th</sup> June, 2023 at 5:00 p.m.** Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3<sup>rd</sup> Floor, Hai Cinema, while the soft copies to be sent to: [ed.helpeducationssd@gmail.com](mailto:ed.helpeducationssd@gmail.com), and copy [nhial.helpeducationssd@gmail.com](mailto:nhial.helpeducationssd@gmail.com)

**Only shortlisted candidates will be contacted by e-mail or by phone,**

**NB: Women are strongly encouraged to apply!**

