



VOLUNTEER/INTERNSHIP ANNOUNCEMENT

Position: Logistics and Procurement Officer (1)

Location: Juba

Reports to: Programs Director.

Start Date: ASAP.

About Women and Girls' Initiative (WGI)

We are a humanitarian women-led organization dedicated to fighting poverty and injustice through alleviating human suffering, legally registered on the 18th day of September 2023 by the RRC- Republic of South Sudan. It has been born of the contextual truth that women and children especially girls are more affected during times of disasters (man-made and natural) given their level of vulnerability to these shocks. We place special focus on working alongside poor women and girls because, equipped with the proper resources, women have the power to help whole families and entire communities escape poverty. Women are at the heart of WGI's community-based efforts to improve skills development, advocate for their rights, including the denouncement of all forms of discrimination including Gender-Based Violence (GBV), child rights abuse, Sexual Exploitation and Abuse (SEA), prevent the spread of diseases including STIs, and increase access to clean water, sanitation and Hygiene, provision of menstrual health, expand economic opportunity and protect natural resources. WGI also delivers emergency aid to survivors of conflict and natural disasters, and helps people rebuild their lives.

Position Summary

The **logistics and Procurement Officer** is responsible for the overall supervision of the logistics and procurement cycle of the organization including quality for goods and services

He/she will focus on creating organization data base, trainings, supply management and ensuring the project objectives are met with the support of the programming.

Women and Girls' Initiative (WGI) is looking for a dynamic person to fill a **volunteer position Logistics and Procurement Officer (Man or Woman)** to be based in Juba, with some travels to field locations.



MAIN ROLES AND RESPONSIBILITIES;

- Create and maintain relationships with vendors/suppliers
- Estimates and establish budgets for purchases
- Responsible for all procurements, assets, warehousing and transports fleet files are filed according to the agreed procedure and policy as well as ensuring donor compliance are met
- Review all vendors and suppliers and be part of procurement committee in bidding and tendering processes of the organization.
- Create data base for all vendors, assets (asset register) as per the agreed policy of the organization.
- Maintain purchase records and other important data
- Negotiate pricing and other supply contracts.
- Responsible for the production of timely stock and narrative reports
- Support the dissemination of relevant fraud and corruption prevention and control policy in the organization.
- Ensure compliance with the Women and Girls' Initiative's code of conduct and fraud and corruption prevention and control policies when discharging duties under this role
- Support the country management team with the implementation of security procedures in and around the activities in South Sudan.



KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED;

- At least a Bachelor degree in Procurement and Logistics or other related field(s)
- Minimum 1-5 years of experience in similar role with an NGO or International Agency.
- Having demonstrated organizational, interpersonal and communication skills;
- Organized, efficient, and able to meet deadlines
- Proficiency in using computer software e. g MS Windows, MS office programs and internet.
- Strong coordination and networking skills.
- Ability to work under pressure in unstable security and remote environment is an asset;
- Understands and is committed to Organization's vision, mission and core value.

APPLICATION & DEADLINE FOR SUBMISSION;

At Women and Girls' Initiative (WGI), we are an equal opportunity employer committed to building a diverse and inclusive team, we encourage applications from people of all religions, tribes, gender, persons with disabilities (special needs).

Please send your applications, Curriculum Vitae (C.V), Copies of academic and training certificates and a cover Letter addressed to the: **Human Resource-WGI, Juba office at Africa Zeal University Premises, Munuki Block (A-V), Plot # 249 Opposite, New Jerusalem Clinic, Adjacent to Moderna Restaurant, or call 0921119032/0921367495 or email: wgirlsinitiative@gmail.com not later than the 12th day of December 2023 before COB (5:30 PM CAT).**

