



## Vacancy Announcement

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| <b>Job Title:</b>                            | Procurement Officer |
| <b>Band / Level / Grade:</b>                 | 8B                  |
| <b>Department:</b>                           | Health              |
| <b>Location:</b>                             | Juba                |
| <b>Overtime Eligible:</b><br>(per local law) | Exempt              |

SD - H-5  
Approved by Service Manager  
MO/ASS/107/2023  
14 FEB 2023



### Background/IRC Summary:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, EH, child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment. Education and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

### JOB OVERVIEW

The Procurement Officer is responsible for the efficient coordination and management of procurement functions for IRC's office. Supply Chain must be able to rapidly procure Program supplies, services and equipment, whilst ensuring best practices and maintaining audit-compliant records. The Procurement Officer ensure that all purchases of goods and services are done transparently, at the best available price, and in compliance with IRC and donor procurement policy and procedures.

### KEY RESPONSIBILITIES

#### 1. Procurement Planning

The Procurement Officer is responsible for working closely with Procurement Manager, internal and external stakeholders to ensure effective procurement planning and preparation to support program implementation. Supply chain planning includes: -

- Preparing and implementing procurement plans
- Implementing all IRC procurement SOPs
- Collecting, organizing, and analyzing data
- Monitor supply market and conduct market surveys & analysis.

#### 2. Procurement

Responsible for implementing procurement plan & strategies and ensures all program procurement needs are met on time in accordance with GSC and donors' standards. This includes: -

- Support in development of procurement specifications
- Processing approved Purchase request through the procurement software (online BVA) and ensuring data accuracy.
- Request for quotations / proposals.
- Participate in tender meetings & evaluations.
- Prepare bids analysis and other bidding documents for approval.
- Conduct negotiations with suppliers that is transparent and documented.
- Demonstrate value for money in procurement.
- Review procurement documents for accuracy before taking payment for approval.

#### 3. Contract Management

Responsible for managing contracts and supplier performance to ensure that terms & conditions, standard operating procedures are adhered to as provided by GSC. This includes:-

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- Preparing and executing contracts for recommended bidders
- Timely renewal of running contracts.
- Execute contracts against set performance indicators

#### 4. Supplier Management

Responsible for managing supplier relationships and performance to ensure that there is precise record keeping as provided by GSC. This includes:-

- Maintain suppliers file and documentation
- Documents supplier performance
- Maintain supplier performance score cards.

#### 5. Compliance and Ethics

Assist in implementing donor rules & regulations for all procurements (including any specific departmental procurement task assigned), Identifying and analyzing compliance risk in procurement processes through: -

- Implementing due diligence for suppliers, this includes conducting reference checks, supplier visits etc.
- Provide consistent and constructive support to other departments to ensure compliance with policies and procedures
- Identifying and reporting procurement red flags,
- Implementing internal and external audit corrective action plans (CAPs).

#### 6. Reporting

The Procurement Officer is responsible for preparing and submitting accurate: -

- Monthly PRTS report to the Procurement Manager by 1<sup>st</sup> of every month.
- Support with developing and updating the procurement plans (assigned) as required.
- Submit monthly list of commitments to Procurement Manager/Supply Chain Coordinator and Finance
- Submit periodic BVA procurement tracking report for specific Grants you're assigned to.

#### Key Working Relationships:

**Position directly supervises: Procurement assistants and Drivers**

**Other Internal and/or external contacts:**

**Internal:** Regular relationships with program staff, Operations, and country Supply Chain staff at all levels

**External:** Vendors and Services providers.

#### Requirements:

**Education:** Diploma in Business Administration/Financial Accounting or Logistics related field preferred  
**Work Experience:** 2 years of work experience in supply chain operations (Procurement)

#### **Demonstrated Skills and Competencies:**

- Knowledge of generic procurement procedures and practices (IRC or NGO experience).
- Demonstrated success as a procurement leader within supply chain including planning, procurement and logistics
- Good collaborator and influencer with effective interpersonal and analytical skills who is able to work seamlessly across cultures, organizational units and suppliers.
- Knowledge and experience in procurement plans, strategies, market analysis techniques, procurement and contracting
- Good analytical and negotiation skills
- Excellent skills in conducting market analysis and sourcing strategies.
- Able to work effectively in a highly matrixed structure
- Good mathematical skills.

*The IRC and IRC staff must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.*

*We are committed to narrowing the gender gap in leadership positions. We offer generous benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances. We welcome and strongly encourage qualified female professionals to apply.*

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All staff, regardless of role, are required to create a culture of client responsiveness by requesting and using client feedback data to make decisions. In addition, all staff are expected to demonstrate inclusiveness when making programmatic decisions and working with clients, partners and colleagues from diverse backgrounds. You can read more about the IRC's commitment to client responsiveness here: <https://www.rescue.org/resource/client-responsiveness-introduction-and-faq>

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

**How to apply:**

Interested applicants should submit a CV with 3 references and a copy of their national ID to Human Resources Juba IRC Country Head Office-Located in Goshen House 2<sup>nd</sup> floor or you can e-mail applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) not later than 6<sup>th</sup> March 2023 @ 5:00pm.

**NOTE:** Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION, PROCUREMENT OFFICER.**

**“WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.**

