



VWB Canada- UAP-Equatoria Tower, Hai Neem, Malakia-Juba Road, Juba- South Sudan

JOB ADVERTISEMENT – PROCUREMENT ASSISTANT VOLUNTEER

ABOUT VSF CANADA

Veterinarians without Borders/ Vétérinaires Sans Frontières – (VWB/VSF Canada) is a charitable, International humanitarian organization, founded in 2005, whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. VWB engages in activities around the world related to the health of farm animals, urban domestic animals, and wildlife, as well as public and ecosystem health. See www.vwb.org for more details.

ABOUT THE JOB

Position Title: Procurement Assistant Volunteer

Number of Positions: 1

Duty Location: Juba

Reporting to: The Administration and Finance Officer

Term: Volunteer, 6 Months (3 Months' Probation) Renewable depending on performance and funding.



Position Description Responsibilities

The Procurement Assistant Volunteer will support VSF Canada's team in the day-to-day management of the admin and finance unit and more specifically, in office management, filing system, and keeping records of VWB's grants and project expenses and all the office operations expenses (OEs) and procurement records. The Procurement Volunteer will continually uphold VWB core principles for meeting its objectives and ensure that all decision-making is rooted in VWB values.

The following are the duties and responsibilities:

Procurement & Logistics Support

- Support the preparation of the procurement plan for VWB South Sudan and ensure that it is regularly updated;
- Support the preparation and review of purchase requisitions, orders, contracts, and tenders to ensure that they are technically complete and in full compliance with established VWB's rules and procedures.
- Organize, participate, and prepare minutes of the Local Procurement Committee (LPC) ensuring that supporting documents are submitted on time and participants mobilized to ensure quorum.
- Draft purchase orders, works, and service contracts as well as amendments and/ or renewals and keep track of their deliverable milestones
- Ensure that the invoices/payment requests are received, and certified and include all the supporting documents that are required for finance to process the payment;
- Provide logistical support for office events, training, meetings, and conferences such as hotel bookings, flight bookings, and ticketing
- Provide logistical support to field offices, including planning and coordination
- Coordinate the transportation, shipment, and receipt of office supplies and equipment

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- Distribute and maintain records of all office equipment and supplies according to VWB's policies and procedures.

Financial and Grants Management

- Support the preparation of financial reports of VWB's grants and office operations expenses and maintain their records in an effective and up-to-date manner
- Assist with the preparation of all payments including to vendors and suppliers and employees (e.g. invoice, per diem, wages, and payroll)
- Verify that transactions comply with VWB's financial policies and procedures and its donors
- Maintain a filing system for all financial documents
- Perform other duties as may be required by the supervisor

Qualifications, Experience & Skills required.

- At least one year experience in procurement or logistics
- Diploma or bachelor's degree in procurement, logistics, or finance or an individual currently pursuing/ completed CIPS (Chartered Institute for Purchasing and Supply)
- Knowledge of procurement principles and excellent negotiation skills
- Knowledge of using accounting applications will be an added advantage
- Proven strong budgetary control and financial management skills.
- Excellent communication, interpersonal, and team-building skills.
- Strong knowledge of Computer applications (M.S. Word, Excel, PowerPoint, etc...)
- Advanced level in English and Local Arabic.

How to apply:

To apply, submit a cover letter and detailed resume **clearly explaining how your skills and experience meet the expectations of the position description and academic certificates.** Please submit your application to: ssrecruitment@vwb.org or hand deliver to our office at UAP Equatoria Tower- 6th Floor Wing B. Hai Neem- Malakia-Juba Road.

Application closes: June 03, 2024

Please write: **Procurement Assistant Volunteer** in the **subject line of the email.**

VWB/VSF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

NB: This Position is only for South Sudanese Nationals.

