



VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified South Sudanese Nationals to fill in the position of **Procurement Manager** 01 position to be based in Juba

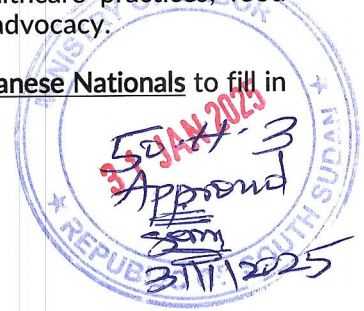
Position open date: January 31, 2025

Closing date: February 19, 2025

Expected Start date: April 2025

Contract Duration: 8 Months with possibility of extension

Location: Juba



Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

I. Summary of Position

The Procurement Manager will be in charge of the mission's Procurement management needs. In close collaboration with the Support Service Director, the Procurement Manager will ensure that all mission needs are met in a timely manner, efficiently, and according to specifications. All activities must be conducted in accordance with ACF-USA policies and procedures and any applicable donor, HQ, or field guidelines.

The Procurement manager's role is designed with the following purpose, engagement and delivery:

Purpose:

The Procurement Manager is responsible for efficiently procuring goods and services, managing supplier relationships, and ensuring value for money in alignment with ACF's humanitarian mission. This role involves strategic sourcing, optimizing the supply chain, and coordinating supply chain activities to support program delivery. Additionally, the Procurement Manager must ensure compliance with ACF policies, donor regulations, and industry best practices.

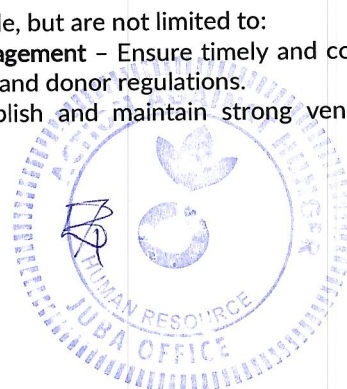
Engagement:

The Procurement Manager collaborates closely with internal departments, field teams, suppliers, and partners to ensure seamless procurement and logistics operations. This role requires regular coordination with program, finance, and technical teams to align supply chain activities with ACF's mission objectives. Additionally, the position involves engagement with external stakeholders, including donors, regulatory bodies, and logistics service providers, to ensure compliance, efficiency, and effective resource management

Expected Deliverables:

The key deliverables of the Logistics Manager include, but are not limited to:

- **Efficient Procurement & Supply Chain Management** – Ensure timely and cost-effective procurement of goods and services in compliance with ACF and donor regulations.
- **Supplier & Contract Management** – Establish and maintain strong vendor relationships, negotiate



- contracts, and monitor supplier performance.
- **Compliance & Reporting** – Ensure adherence to ACF policies, donor guidelines, and local regulations while providing accurate reports on procurement and logistics activities.
- **Risk Management** – Identify and mitigate risks related to supply chain disruptions, fraud, and operational inefficiencies.
- **Supervise & Lead Procurement Team** – Oversee, mentor, and support procurement staff to ensure effective performance.

Essential specific functions under each deliverables:

1. Efficient Procurement & Supply Chain Management

- Develop and implement procurement plans aligned with program needs and budgets.
- Ensure transparent and competitive procurement processes in compliance with ACF and donor regulations.
- Ensure that procurements provide value for money throughout the process.
- Monitor market trends to identify cost-saving and quality improvement opportunities.
- Maintain a supplier database and conduct regular market assessments for pricing and quality.

2. Supplier & Contract Management

- Negotiate contracts with suppliers and service providers to secure favorable terms.
- Establish long-term agreements for key goods and services to improve efficiency.
- Conduct regular supplier evaluations and address performance issues.
- Ensure ethical procurement practices and prevent conflicts of interest.

3. Compliance & Reporting

- Ensure all procurement activities comply with ACF, donor, and legal requirements.
- Maintain proper documentation and audit-ready records for procurement transactions.
- Prepare and submit monthly reports on procurement performance.
- Train staff on compliance requirements and procurement best practices.

4. Risk Management

- Identify risks in the supply chain and develop mitigation strategies.
- Implement fraud prevention measures in procurement activities
- Ensure contingency planning for supply chain disruptions.
- Regularly assess potential risks in activities and bring them to the attention of your line manager for provocative actions.

5. Supervise & Lead Procurement Team

- Oversee, mentor, and support procurement staff to ensure effective performance.
- Conduct training sessions on procurement policies, procedures, and compliance for team members.
- Set clear objectives, conduct regular performance evaluations, and provide constructive feedback.
- Assign roles and responsibilities to optimize team efficiency and workflow.
- Facilitate regular meetings to ensure alignment on priorities, challenges, and operational updates.
- Address workplace conflicts professionally and promote a positive, inclusive work environment.
- Support hiring and onboarding of new team members, ensuring they understand ACF's policies and procedures.



II. Supervisory Responsibilities

Directly line manages for the procurement officer and technical line manager for the base logistics officers.

III. Gender Equality Commitments

- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.
- Promote and uphold the PSEA policy and procedures.



IV. Fiscal Responsibility

- Optimize costs by ensuring procurement are economical and provide best value for money.

V. CONTACTS/KEY RELATIONSHIPS (internal & external):

- Liaise and maintain good relationship with the Program, Finance and HR Department among others
- Interact with suppliers, at some level local institutions and casual service providers

VI. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VII. Working Conditions, Travel and Environment

- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.
- Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

VIII. Academic Qualifications and Professional Experience

- Masters Degree in Supply Chain Management and Logistics.
- 5 years work experience preferably working in humanitarian relief/development sector in the field, in a logistics or procurement role
- Strong working knowledge of English (spoken and written).

IX. Required Skills & Competencies

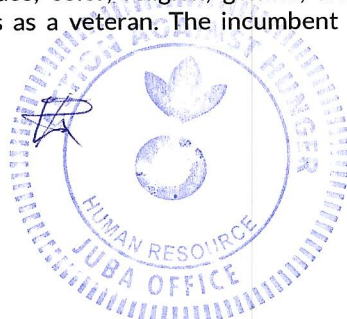
- Strong communications and capacity building skills, with excellent verbal and written English
- Good working knowledge of Computer, particularly Word and Excel Computer skills
- Willing to work occasional evenings and weekends and to carry out field visits at short notice if required
- Good report writing skills
- Able to make decisions. Can prioritize work to meet deadlines.
- Competent with administrative tasks. Problem solving ability. Attention to detail.
- Quick learner with practical, precise approach
- Strong communications skills, with excellent verbal and written English. Fluent in local dialects and Arabic language is a requirement.
- Good working knowledge of Computer, particularly Word and Excel Computer skills.

X. Commitment Anti-Discrimination and PSEA

- We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

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To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Logistics Manager** as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **February 19, 2025 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

