

Role Description

22 June 2023

Procurement Officer



Approved
MOR
Signature
26/6/2023

1 Overview

Peace Canal is seeking applications to support the procurement system for the organisation, in particular to support the delivery of the RSRTF project in Jonglei and Greater Pibor.

1.1 Peace Canal

Peace Canal, an up-and-coming national peacebuilding organisation, formed in 2021, prioritises community-based peacebuilding approaches and seeks to be responsive to the needs and priorities of local communities.

Peace Canal has enjoyed strategic support from the UK's Peacebuilding Opportunities Fund, Caritas Germany, UN agencies, among others.

The Peace Canal office is in Rumbek, with a Coordination Office in Juba and roaming field presence in Jonglei and GPAA and Greater Tonj.

2 Experience, Skills and Qualifications

- Minimum five (3) years of experience in a similar role, with a preference of experience with a non-profit organization;
- A university degree in procurement, logistics, supply chain management or other related field of study, or demonstrated relevant expertise (on the job skills development);
- Expert knowledge of technical regulations and best practice related to procurement;
- Knowledge of relevant South Sudanese laws and policies related to procurement;
- Knowledge of donor procurement guidelines is an advantage;
- High degree of knowledge and understanding of a variety of components of supply chain management;
- Excellent organizational, analytical, oral and written communications skills in English and Juba Arabic, other local languages are an advantage;
- High levels of integrity;
- Able to work with a diverse team in different locations;
- Ability to manage time and competing priorities;
- Strong initiative, perseverance, and resilience.

3 Key Responsibilities

- Actively support the organisation's values and ensures all work done in procurement is delivered according to these values;

- Plan, manage and evaluate procurement operations liaising with internal stakeholders, suppliers, logistics providers transportation companies and others;
- Create and implement best practice standard operating procurement principles, policies and processes across the organisation to improve operational and financial performance;
- Monitor the supply market for different goods required by the organization and conduct market surveys and analysis where applicable;
- Develop and maintain an inventory register and manage stock movements with the help of colleagues where applicable;
- Ensure that supplies are ordered in a timely fashion, following internal procurement procedures, and that budgetary requirements are respected;
- Ensure that all procurement operations adhere to South Sudan laws and follow necessary donor requirements;
- Plan the technical requirements and procurement of the correct equipment and goods, as required for the good running of the organizational activities including: confirming procurement specifications, processing purchase request, participate in tender meetings and evaluations, prepare bid analysis documents for approval, conduct negotiations with suppliers where applicable, ensuring all documentation is in line with organisational and donor requirements – all in close collaboration with the finance team;
- Manage contracts with suppliers to monitor performance and compliance with agreed procedures, and raising any red flags to management – this may include due diligence reviews, reference checks and supplier visits;
- Ensuring and training technical staff to achieve required standard of excellence;
- Ensure all safety and maintenance standards are met for assets under your management in the asset register;

4 Terms

Remuneration according to experience.

12 months initial contract, with three months' probation period.

5 Candidates

The position is open to South Sudanese nationals.

6 Applications

To apply, please submit the following documents, and ensure you adhere to the length guidelines below:

1. Curriculum Vitae (maximum 02 pages) – please include your full name, contact details and two references, including their contact details. Do not include reference letters, only contact details. Peace Canal will contact references directly, if required.
2. One single covering letter addressing the following criteria – for your application to be considered, you **must** respond to these questions:
 - a. Why you are passionate about this opportunity (maximum 150 words)
 - b. Your relevant working experience (maximum 200 words)



- c. Brief description of the key components of an effective procurement system (200 words).
3. Please submit your application before **18 July, 2023** at 23h59 to info@peacecanal.org or hand delivery at either of the physical addresses indicated at the bottom of the page. However applicants are highly encouraged to apply by email.

For more information regarding Peace Canal, visit www.peacecanal.org

Peace Canal

Lakes (Main Office): Rumbek Airport Hotel, Rumbek, Lakes State

Juba (Coordination Office): Office No.8, Second floor, Aron International Hotel, Juba .

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