



CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Procurement Manager
Department:	Program
Location:	Juba with frequent (travel to Terekeka, Bor, Mvolo and Mundari West)
Reports to:	Project Manager
Advert status:	External Advert
Duration	12 months

JOB SUMMARY

The Sustainable Agriculture Development Project (SADEP) project overall goal is to contribute to enduring peace and reduced poverty' in South Sudan and its development objective is to 'enhance resilience, food, and nutrition security for rural communities in four counties (Terekeka county of central Equatoria; Mundri West and Mvolo Counties of Western Equatoria State and Bor County Jonglei State) over a period of 7 years. The Procurement Officer will be responsible for all procurement under the Project and for maintaining all procurement documentation in good order.



Responsibilities and Tasks:

Procurement Planning and Strategy

- Prepare and update the Project Procurement Plan in coordination with technical and finance teams.
- Develop procurement schedules aligned with the Annual Work Plan and Budget.
- Advise management on appropriate procurement methods consistent with donor guidelines. Monitor implementation of the procurement plan and recommend revisions as needed.

Implementation of Procurement Processes

- Manage end-to-end procurement processes for goods, works, and consulting services (excluding Subcomponent 3.1).
- Prepare bidding documents, requests for proposals (RFPs), requests for quotations (RFQs), and other solicitation documents.
- Coordinate advertisement, bid issuance, clarification, and submission processes.
- Organize and support bid opening and evaluation committees in accordance with approved procedures.
- Prepare bid evaluation reports and contract award recommendations for approval.
- Ensure procurement activities comply with South Sudan regulations and IFAD requirements'

Contract Management and Administration

- Prepare and manage contracts for goods, works, and services.
- Monitor contractor performance in collaboration with technical teams.
- Ensure proper contract amendments, variations, and extensions are documented and approved.
- Track delivery timelines and compliance with contractual terms.
- Support resolution of procurement and contractual disputes.

Documentation and Records Management

- Maintain complete and well-organized procurement files (hard and soft copies).
- Ensure documentation includes solicitation documents, evaluation reports, contracts, approvals, and correspondence.
- Prepare procurement reports for management and donors.
- Ensure procurement records are audit-ready at all times.

Compliance, Risk Management, and Audit Support

- Ensure strict adherence to procurement guidelines of internationally financed programs and national regulations.
- Identify and mitigate procurement-related risks.



- Provide documentation and clarification during internal and external audits.
- Implement audit recommendations related to procurement processes.

Coordination and Capacity Support

- Provide guidance to project staff on procurement procedures and compliance requirements.
- Liaise with government authorities, suppliers, consultants, and contractors.
- Contribute to strengthening procurement systems within the Project.

OTHER RESPONSIBILITIES AS ASSIGNED



Qualifications

Required;

- A master's degree in purchasing and supply, economics, finance or law; or equivalent management qualification

Experience/Technical skills

Required;

- AT least 7 years of work experience in procurement and contract management in government implemented projects funded by international donors like AfDB, IFAD, World Bank etc
- Sound understanding of procurement withing the South Sudanese environment and the protocols and procedures applying to internationally financed programs and projects in the country.
- •The job holder must possess advanced working knowledge and skills of MS Office (MS Word, MS Excel and MS Access).
- •Good oral and written communication skills in English
- Experience working with both international and local partners, government, and communities
- Demonstrated ability to set priorities and work with minimum supervision to meet changing deadlines.
- Experience working on donor-implemented projects is an advantage.
- Proven problem-solving skills and ability to offer practical solutions.
- Excellent communication skills with the ability to express ideas clearly.
- Computer literacy, including proficiency in word processing and office technology.
- Strong teamwork skills and willingness to travel at short notice.



HOW TO APPLY

The position will be based in Juba. This position is **ONLY open to South Sudanese Nationals**. Opening Date **4th, March,2026** and Closing date CARE South Sudan receiving application will be **25th, March,2026**.

Applications and CVs should be delivered to the **Recruitment link or Hand delivery to: CARE Juba Head Office at NPA Building, 3Rd Floor, Martyrs Street Juba, South Sudan**

NB:

- **Applications once received are not returnable**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Female Candidates are Highly encouraged to Apply.**
- **Only short-listed candidates will be notified.**

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity

NOTE;Please note that this is a pre grant recruitment

