

## INTERNAL & EXTERNAL JOB VACANCY

### BACKGROUND:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian-development divide to sustainably improve their well-being and standards of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities. In South Sudan, AAH-I operates in the **Greater Equatoria region** (Juba, Yei, Kajok-Keji, Magwi, Torit, and Terekeka), **Greater Jonglei** (Bor), **Greater Upper Nile** (Malakal, Maban, Renk, Fashoda, and Manyo), and **Greater Unity State** (A Jong-Thok and Bentiu). AAH-I implements a variety of projects, including the Humanitarian Logistics, WASH, Shelter and Shelter, Economic recovery and infrastructure projects funded by UNHCR, the South Sudan Health Sector Transformation Program (HSTP) funded by UNICEF, the Asset Creation, Livelihoods, and Smallholder Agriculture Market Support (ACI/SAMS) project and the Digitization (BMR) project funded by WFP, the South Sudan Livelihood & Resilience Project (SSLRP) funded by IFAD, and AAH-I enterprise initiatives.

AAH-I South Sudan Seeks to recruit a qualified **South Sudanese National only** to fill the below position as detailed.

<b>Job Title:</b>	Procurement Officer (1 post)
<b>Ref No:</b>	AAH-I/SHT/UNHCR/MBN/JAN/2026-002
<b>Direct Supervisor:</b>	Area Coordinator
<b>Overall Supervisor:</b>	Procurement Coordinator
<b>Subordinates:</b>	None
<b>Liaises with:</b>	Ware house Officer, Logistics officer, HR, Finance team
<b>Duty Stations:</b>	Maban; Upper Nile State, South Sudan
<b>Contract Duration:</b>	Fixed term, 11 months. Extension subject to availability of the Donor funds
<b>Eligibility:</b>	South Sudanese National only, <b>FEMALES</b> and <b>PEOPLE WITH DISABILITIES</b> are Strongly encourage to apply.
<b>Submission Deadline</b>	27 <sup>th</sup> January 2026, 4:00PM CAT

### OVERALL JOB PURPOSE:

The Procurement Officer is responsible for planning, coordinating, and executing the procurement of all project goods, services, and inputs. This includes maintaining accurate records, conducting market surveys, managing supplier relationships, and ensuring timely delivery of procured items to support smooth project operations in compliance with AAH-I policies.

### DUTIES AND RESPONSIBILITIES:

- Manage procurement of goods and services in line with AAH-I procedures, including obtaining quotations, issuing receipts, and settling cash advances with Finance.
- Conduct regular market surveys to determine fair pricing and identify potential suppliers; provide recommendations to the office.
- Maintain effective relationships with local suppliers and service providers.
- Launch, accompany, and evaluate all types of tenders (public and informal).
- Liaise with Finance regarding funds needed for upcoming procurements and contracts.



- Prepare Purchase Request Forms (PRFs) for all procurement needs, ensuring validation by the requesting department and approval by the Area Coordinator before submission to Finance.
- Follow up on purchase requests from field locations to ensure timely procurement and delivery of items.
- Ensure all procured items are received in the store, entered into the Goods Received Note (GRN), and submitted to Finance for settlement.
- Attend to procurement needs for all project sectors in a timely manner.
- Perform any other office-related tasks as assigned by the supervisor or management.

#### **EXPECTED RESULTS**

- Timely delivery of all project goods, services, and inputs as required.
- Effective planning and execution of procurement and service delivery processes.
- Accurate, organized, and up-to-date procurement records.

#### **QUALIFICATIONS REQUIREMENT:**

##### **Educational Background:**

- Bachelor's degree in Supply Chain Management, Business Administration, or a related field (preferred for senior roles).
- Professional certification in procurement or logistics (e.g., CIPS, CPSM) is an advantage.

##### **Work Experience:**

- Minimum of 3-5 years' professional experience in supply chain management
- Knowledge of donor procurement rules and regulations (e.g., UN, EU, or NGO standards).
- Familiarity with Enterprise Resource Planning (ERP) systems or procurement management software.
- Understanding of financial management and budgeting processes.
- Experience in contract negotiation and vendor management.
- Knowledge of safety and compliance standards for procurement and logistics.

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

- Strong knowledge of procurement and logistics management.
- Proficient in Microsoft Office and basic computer applications.
- Good command of written and spoken English.
- Patient, approachable, and professional in character.
- Commitment to organizational values, ethics, and professional standards.

#### **SAFEGUARDING STATEMENT:**

Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

#### **ACCOUNTABILITY WITHIN AAHI-I**

Alongside our safeguarding policy, AAHI-I is an equal opportunities employer. We consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.

Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.

Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area and report any concerns about inappropriate behavior of AAHI staff or partner.

#### **APPLICATION SUBMISSION INSTRUCTIONS:**



**How to Apply:**

**1. Submission**

- Submit your CV maximum 3 pages along with the following documents:
  - A one-page motivation letter expressing your interest
  - Clear photocopies of non-returnable academic certificates
  - A copy of your national ID or passport
- Place all documents should be sealed in an envelope clearly marked "*Application – AAII-I/SHT/UNHCR/MBN/JAN/2026-002*"
- Deliver your sealed application to the AAII-I Logistics Base in Juba, Hai Gabat, near Jit Super market. Drop your application in a lock box and register your names after submitting your application before leaving.

**Or**

Alternatively, submit your application online via email [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org) with *Application – AAII-I/SHT/UNHCR/MBN/JAN/2026-001* as subject of your email.

**2. Additional Instructions:**

- Only shortlisted candidates will be contacted for interviews.
- **Important:** Due to the urgency of this recruitment, applications will be reviewed on a rolling basis. Interested candidates are strongly encouraged to apply as early as possible, as the position may be filled before the closing deadline.
- Failure to follow above instruction shall lead to disqualification from the recruitment process.

