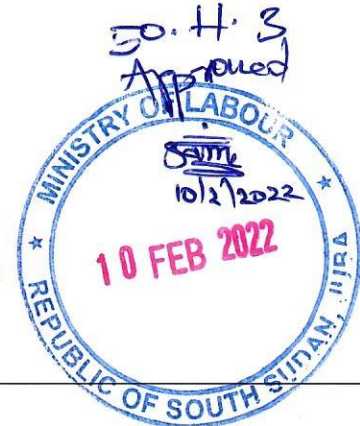


VACANCY ANNOUNCEMENT**SHEJEH SALAM ACTIVITY****SCOPE OF WORK**

TITLE: Procurement Specialist
GRADE: 8 - 10
DURATION OF CONTRACT: Up to 30 September 2022, renewable
LOCATION: Juba, South Sudan
SUPERVISOR: Procurement Director

**Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan since 30 September 2020. Shejeh Salam is build a foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam is currently programming in Juba, Unity, Upper Nile, Greater Bahr el Ghazal, Greater Jonglei, and Greater Equatorias regions, although geographic focus may shift.

Position Summary:

The Procurement Specialist is responsible for overseeing all procurement aspects of the program and reports to the Procurement Director and ensures coordination of all procurement for the operations and grants program including coordination with the field sub-offices. The Procurement Specialist supervises procurement staff as delegated by the Procurement Director and works closely with the Juba and field sub-office teams, including Program, Finance, Logistics, and Human Resources.

Duties and Responsibilities:

- Ensure cost effective and timely procurement for both operations and program requirements, while respecting vigorously all DT Global South Sudan / Shejeh Salam established procurement procedures and USAID procurement rules and regulations.
- Effect procurement actions upon approved purchase requests and ensure that all procurement actions follow the proper sequence, including receiving, preparation of bidding documentation, preparation of Contracts and/or Purchase Orders, and verifying that appropriate authorization and approvals are in place prior to issuing a Contract / PO.
- Upon request, conduct market survey and prepare appropriate bid analysis prior to executing procurement, including providing documentation and requests for exemption from competition, if needed. Maintain and regularly update file on market prices for commonly purchased items.
- In coordination with the program staff, ensure that all purchases on Activities / Grants fall within the approved budgeted amounts, or take appropriate action with the program staff prior to completing procurement.
- Develop and maintaining professional communication with all suppliers; keep record of all key suppliers, and regularly update vendor lists.
- Following up on the timely delivery, and coordinate with the Logistics Department on the receipt and delivery of all materials.

- Support timely procurement actions, including accuracy of invoices, and submission of all necessary procurement documents to the Finance Department. This includes Invoices, complete procurement documentation (including all bidding documents and Contracts / POs), Waybills, etc.
- Develop, update, and maintain Procurement tracking systems of all Purchase Requests by maintaining PR master list.
- Ensure proper use of procurement paperwork including Purchase Request, Request for Quotations, Quotes, Purchase Order, Bid Analysis.
- Orient all DT Global South Sudan / Shejeh Salam employees to Procurement procedures under the direction of the Procurement Director.
- Enforce proper use of procurement ceilings and approval procedures.
- Coordinate with the Finance Unit to ensure that payments to vendors are made on-time and without any unnecessary strain on the financial systems of DT Global South Sudan / Shejeh Salam, in cooperation with the Procurement Director
- Ensure that all DT Global South Sudan / Shejeh Salam procurement activities are legal and ethical.
- Ensure compliance with established DT Global South Sudan / Shejeh Salam and USAID, as well as South Sudanese laws, all financial management rules and procedures for all procurements.
- Supervise other procurement staff as delegated by the Procurement Director and Deputy Chief of Party for Operations and Finance.

Education and certifications:

- A university degree in related field

Key Position Competencies and Experience:

- At least four (4) years of experience in large scale procurement and supply chain management, including USAID or other donor funded implementing partners in international development and humanitarian programs or large international business.
- Previous experience working on in-kind sub-grant programs especially those funded by USAID.
- Strong organizational skills; ability to interact effectively with international and national personnel.
- Supervisory experience.
- High level computer skills on MS Office applications (Excel, Word, PowerPoint, SharePoint)
- A demonstrated ability to multi-task and process information into action
- A clear understanding of procurement ethics and USAID compliance is essential.
- Oral and written fluency in English. Spoken Arabic a plus.
- Effective written and oral communication as well as interpersonal skills.
- Demonstrated problem solving and analytical skills and good judgement.
- Be proactive, have strong prioritization skills, and ability to work cross-culturally.
- Possess demonstrated leadership skills, humility, and self-awareness.

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.



- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.



Application Process:

To apply, please send your CV and Letter of Motivation **as one single document** to shejehsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email and phone number; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, February 28, 2022, at 09:00AM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.