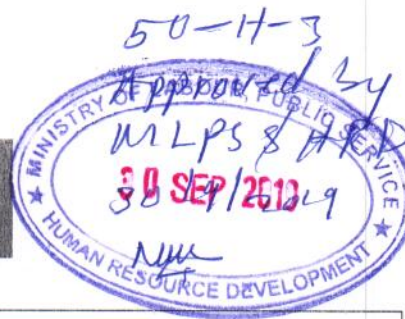




## JOB DESCRIPTION



<b>Job Title:</b>	Procurement Officer
<b>Job Location:</b>	Juba Based
<b>Reporting To:</b>	Senior Procurement Officer /Procurement Manager
<b>Posting Date:</b>	30 Sept 2019
<b>Closing Date</b>	17 Oct. 2019

### OVERALL DESCRIPTION

#### Description of GOAL South Sudan Programme:

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Currently GOAL South Sudan is operating in 3 programme locations; Agok in the Abyei administrative area, In ULang, and Melut. At these sites GOAL South Sudan implements public health programmes including curative primary health care, based on the management of 28 Primary Health clinics; preventative health care including HIV/AIDS messaging, malaria control and hygiene promotion; nutrition and food security and clinic construction/rehabilitation. GOAL also delivers initiatives to improve livelihoods and adult literacy and as well a small adult literacy project through its REFLECT programme.

#### General Description of the role:

The procurement officer is responsible for the management and administration of procurement cases on behalf of the procurement department in order to facilitate the smooth running of GOAL programmes in South Sudan. S/he is to ensure that orders for goods and services are processed promptly and good value for money is obtained according to the existing GOAL Logistics and Procurement Guidelines.

#### Key Duties:

Under the supervision of the Procurement Manager:

- Receive and process orders assigned by the Procurement Manager from the field sites and Juba Office, checking that the order has been correctly filled, that quantity/specification is possible, that proper coding has been provided and that order has been properly authorised;
- Prepare necessary request for quotation for all required suppliers and service providers, with all specifications, indicating closing dates to receive quotations,
- With strict adherence to GOAL rules and regulations, receive quotations for local/files procurement requirements and prepare a bid analysis on the quotations and make recommendations to award a contract/purchase order, prepare required local purchase orders (LPOs) ensuring correctness and details of specifications, quantities and financial information for submission and approval.
- Acknowledge orders received, and where possible, provide initial feedback on costing estimates and delivery times.
- Liaise with requesters/Budget Holders to develop specifications when required and provide cost price estimates.
- Ensure compliance with GOAL procurement policies and in-country Sop's, assist in the maintenance of the vendor roster, and participate in market surveys are required.
- Assist the PM in the creation of FWA's in accordance with instructions from the LC and ADCS.
- Ensure all procurement files are held in soft copy in the logistics folder on the shared drive, and the completed file is correctly named.
- In liaison with the Logistics Department, coordinate the reception of goods from suppliers and follow up with suppliers / transporters on items missing or damaged in transit.

- Ensure that the Purchase Order is completed with donor details, delivery dates and times and is submitted to the warehouse before delivery of the goods.
- Assist to ensure payment of suppliers is made promptly and that the finance department receives all the necessary documentation.
- Ensure procurement is undertaken in a timely manner to minimize disruption to programmes.
- Ensure that the inputs from the individual tracker is shared with the Procurement Manager and Database officer for update of the order tracking sheet.
- Provide advance warnings of delays / shortages or other problems to programme managers.
- Develop a clear knowledge and understanding of GOAL procurement procedures and ensure that all purchases are fully compliant with GOAL donor rules and standard procurement regulations.
- Make sure that all suppliers are dealt with fairly and equally. You must never use your position for personal gain and should refuse any gifts that are offered by suppliers.
- Ensure items are never purchased from family members. If a conflict of interest arises you must request the involvement of an unbiased GOAL colleague in relation to the specific order / issue.
- Ensure the receipt of all goods procured locally is properly recorded using the correct GOAL documentation e.g. GID and a copy is filed with the finance paperwork.
- Any other task as designated by the line manager or management.

#### **Person Specifications:**

- Degree in Procurement, Logistics, Supply Chain Management, Business Administration or similar and relevant are of study.
- At least 3 years' experience in procurement management.
- Previous experience working with an international NGO and related field
- Good IT skills in particular MS Excel, Word, outlook and PowerPoint
- Good written and verbal communication skills in English and Arabic
- Good negotiation skills.
- Ability to work for long hours under minimum supervision.
- Person must be a South Sudanese national.

#### **Equal Opportunities**

GOAL practices and does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible however female candidates are encouraged to apply.

#### **Child protection**

GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care and it undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount.

#### **Safeguarding**

GOAL has a set of Safeguarding policies, procedures and practices in place to ensure it is a safe organization for all.

#### **APPLICATION PROCEDURE**

Applications should be addressed to the Human Resource Department, Goal South Sudan office Munuki, Juba or alternatively email your applications to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) before **17<sup>th</sup> October 2019**. Please note that only shortlisted candidates will be contacted. Do not submit original documents at this stage of recruitment. Hard Copies of Applications can be dropped at our office located at Midan Rambo in Hai Kuwait **This is a national position therefore ONLY South Sudanese are encouraged to apply.**