



ACTED

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Approved

Suzan



Job Vacancy Announcements 15 FEB 2022

Procurement Intern Juba

Terms of Reference (TOR)

Department: Logistics
Position: Procurement Intern
Location: Juba, South Sudan
Issuing Date: 15 – 02 – 2022
Closing Date: 04 – 03 – 2022

ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach, which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

Under the direct supervision of the Senior Procurement Officer is to ensure filling is done both physically, following the ACTED processes, and in soft copy, by scanning and filling correctly the documents on Dropbox.

<p>CHAIN OF COMMAND</p> <p>Hierarchical: Senior Procurement Officer, PM, LM, CLM</p>	<p>WORKING RELATIONS</p> <p>Procurement and logistics , ACTED Staff, area logistics officers</p>
<p>RESPONSIBILITIES</p> <p>1. Procurement</p> <ul style="list-style-type: none"> - In charge of procurement for scenario A, B and C raised by the Juba team: <ul style="list-style-type: none"> o Uploading the received Order Form on Dropbox o Following the right procurement process – raise the necessity of a waiver if needed o Fill the correct documentation and make it signed by the correct persons o Update accordingly the Order Follow-up o Follow-up with the suppliers until the delivery is over 	





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- Reception of the items with the accurate documentation
- Follow-up on the payment if needed. Make sure that payment of Juba contracts are done before the end of the liquidation period.
- In charge of the Procurement Plans and Waivers Follow-up
- Documentation filling
- Documentation scanning
- In charge of doing part of tender documentation for Juba project and Framework contract upon his line manager request. He can be requested to (non exhaustive list):
 - Raise the tender documentation.
 - Create bid submission registers for each tender.
 - Print all tender documents in 10 copies and prepare them on the table next to the tender box.
 - Raise the tender opening memo during the tender opening session and make it signed by the correct persons.
- Responsible for filling all the Juba procurement such as OFs, Procurement memos, procurement contracts, waivers, tender documents and related documentation. The filling must be done both physically, following the ACTED processes, and in soft copy, by scanning and filling correctly the documents on Dropbox.
- Daily activities management i.e. following up on drinking water delivery, clean water delivery, Solid waste management, & Sewage disposal in both office and guesthouse ACTED juba.
- Managing with Logistics intern advance processing of payment for the provision of Security guarding, drinking water, clean water, solid waste management, sewage disposal in juba.



2. Supply chain management:

- Ensure the information flow between the different stakeholders in the ordering/delivery/payment process
- Support the booking of goods to be transported from Juba to the field bases
- In charge of packing the items into boxes & bags for easy shipment to the field bases.

3. Transit stock management

- Update the STO 02 for Juba
- Fill out and keep track of stock reception forms and stock exit forms
- Update Stock cards when items are going in and out from the warehouse
- Review STO 02 from the field bases and provide feedback to the logistics team at the field bases so they can improve the way the STO 02 is updated.
- Draft stock vouchers and make sure they match with the delivery notes and the invoices
- Arrange the warehouse making sure each item is at the right place
- Resupply the stock by assessing the quantity in stocks, the weekly needs and the delivery lead time.
- Collect old spare parts and put them back in the stock
- Track expiry dates for all the items being stored in the warehouse
- Draft handover reports for items to be disposed from the warehouse





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For operation purpose the procurement, Officer can be requested occasionally to fulfil other task or responsibility.

Required Skills & Minimum Qualification

- Completed Bachelors' Degree in Procurement, Supply Chains, Business Administration or related discipline.
- Highly organized and detail-oriented with strong analytical and problem-solving abilities
- Ability to handle confidential and sensitive information with discretion is required.
- Ability to work independently, prioritizes tasks, meet deadlines and to take initiative.
- Excellent computer skills in MS office, Excel and Email application.
- Fluency in written and spoken English is required

How to apply

Interested and motivated candidates can submit their applications in English, together with copies of updated CV, cover letter, academic documents, National ID and three references with their contacts to ACTED country office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel or by e-mail to the Logistics Manager on e-mail address: jaguru.jenneth@acted.org copying juba.hrofficer@acted.org

Please indicate the position you are applying for clearly on your envelop including contact address. Application submitted after the deadline will not be accepted

Women are strongly encouraged to apply.

