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Approved by Senior Inspector,
MOL/RS/1/1
[Signature]
16/10/2023



POSITION : Procurement Officer
ORGANISATION : African Parks Network – South Sudan
LOCATION : Juba
REPORTING TO : Procurement Manager
EXPECTED START DATE : **As Soon As Possible**

BACKGROUND:

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30,000 KM². The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM², and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

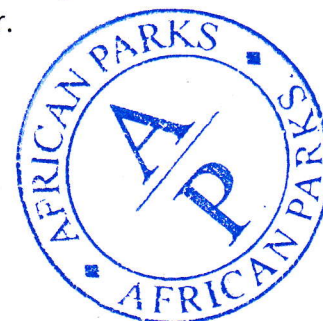
JOB OVERVIEW:

The principle objective of the Procurement Officer role is to ensure the procurement and logistics needs of African Parks Network in South Sudan Country and at the national Parks (**Boma & Badingilo**) are met and that all procurement & logistical activities are done effectively, accurately and on-time manner. He/she will work closely with Park Manager, Finance, team, Field Operations Managers, and other external stakeholders like the Ministry of Wild Life Conservation and Tourism etc. All activities are carried out in line with African Parks Procurement Policies and Procedures and according to any applicable donor, Country Office, and field level guidelines.

MAIN ROLES & RESPONSIBILITIES:

Responsibility 1: To timely procurement of goods and services as per the procurement plans of programmes and operations and Contract Management;

- Coordinating and facilitating the procurement requirements of programmes in line with their procurement plans based on Corus Overseas Procurement policy and procedures.
- Plan, coordinate and conduct national and international tendering processes in consultation with the Park Managers/Field Operations Manager.





- Updating supplier database and market price list based on changes in market price to support teams in raising Supplies Requests in line with market prices.
- Collecting quotes and bids in line with approved Purchase Requests raised by staff authorised to raise them and analysing quotes from suppliers to aid the work of the purchase committee using the Procurement bids summary (PBS).
- Following up suppliers for timely delivery of supplies to enhance efficiency in programme delivery. Where transportation is on AP liaise with program to ensure budget code for transport is provided timely and ensure mission order is timely approved by the line ministry
- Ensuring that invoices received reconcile to purchase orders and goods received notes (GRN). And where there are anomalies notifying supplier and stores and line manager to rectify the issue
- Preparing payment request forms ensuring all required supporting documents in line with AP /Donor regulations are in place, duly authorised as per policy before presenting payment requests for approval for payment.
- Work closely with Program staff /Park Managers/Field Operations Managers, Human Resource, Control Rooms team, Finance Team etc to ensure all supplies delivered received and GRNs received on time.
- Compliance checks in relation to procurement guidelines and donor requirement. Advising budget holders and managers of additional documentations requires explaining gaps. This may include waivers, memos, note to file etc. as deemed satisfactory for the state of the procurement cycle where the gap is occurring.
- Notifying suppliers to come for their payments in timely manner and encourage all suppliers to be done via Eco Bank South Sudan Ltd

Responsibility 2: Flights and Cargo Management through UNHAS

- Coordinate with Park Managers. FOM on all cargoes to field via UNHAS flights
- Coordinate and Book all AP Cargo with UNHAS
- Reconcile all month expense and submit all payments to Finance team with correct charge details/Budgets
- Coordinate with field offices and get monthly stock report, then review and consolidate the report for management consumption and manage the routine purchase more especially with Food Rations.
- Carry quarterly field inventory check and support field team with proper warehouse management and stock management
- Maintain and regularly update the Cargo Inventory list as per each Park
- Ensure the efficient and compliant disposal of assets and work closely with all programme areas to manage the asset disposal process to completion.
- Ensure all store documents are properly used in all time.





- Establish good checking system for arrived supplies involving relevant technical team.
- Maintain AP cargo inventory list of all procured items and share bi-weekly with field teams.
- Work closely with all field managers and inform them of all procured goods
- Ensure all dispatched goods to the field have all supporting documents

EDUCATION AND EXPERIENCE:

Essential

- Minimum Qualification required: Bachelor's Degree in Logistics & procurement or any other related fields.
- Experience: At least 3-4 years above experience in Logistics & procurement.

Technical Skills & Abilities:

- Professional experience related to Logistics & procurement Management in Profit Organizations.
- Professional knowledge in **Green Procurement Management**
- Knowledge of international humanitarian standards for Procurement & Logistics Mgt.
- Ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity
- Strong/Acumen to market structures in South Sudan and with strong networking skills, and negotiation
- Fluency in English and Arabic Juba
- Good communication and interpersonal skills, and the ability to work in a team

HOW TO APPLY:

To apply, please email your CV and cover letter to ssrecruitment@africanparks.org or hand delivery to **African Parks office Thonping, Synergy Suites – Plot No 849, Block No 3-K South** by **Tuesday, 7 November 2023**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

