



Women Agency for Resilience and Transformation

Hai-Munuki Residential Area, Plot No 5, BK A, Off Bilpam road, Juba-South Sudan Tel: +211921 241 836

E: info.wartssd@gmail.com W: <https://wart-ssd.org>

VACANCY ANNOUNCEMENT

POSITION TITLE: Procurement & Logistics and Safety Officer (1)

DUTY STATION: Juba

REPORTING TO: Director of Operations

DURATION: 12 Months

STATUS: FULL TIME



COUNTRY PROGRAMME OVERVIEW

Women Agency for Resilience and Transformation (WART) is a women-led NGO non-political, non-profitable organization established in 2017 to serve the needs of vulnerable women and girls in South Sudan.

WART is dedicated to building women's resilience to shocks and stressors that impact livelihoods, nutrition, health, and development through empowering and building the capacity of women in South Sudan.

WART WART implements humanitarian assistance projects in GBV, Health, Nutrition, Food security and livelihood, Education and WASH in various parts of the country in South Sudan.

WART is currently seeking qualified candidates for the position of **Procurement & Logistics and Safety Officer**.

PURPOSE OF THE POSITION

Working as an important member of a diverse team who are committed to serve the most vulnerable with practical and compassionate care, the **Procurement & Logistics and Safety Officer** is essential to ensuring the efficient and secure procurement, transportation, and delivery of goods and services. This role is responsible for managing the entire supply chain process, from sourcing and purchasing to inventory management and distribution, while maintaining the highest standards of safety and compliance. By optimizing procurement strategies and logistics operations, the officer plays a pivotal role in supporting the organization's mission to deliver quality products and services on time and within budget, ultimately enhancing operational efficiency and safety across all functions

KEY RESPONSIBILITIES

Roles and Responsibilities

The procurement and logistics officer is responsible for providing support in the various logistics and procurement functions which include maintaining the records and the invoice checks and reports.

- Implement procurement strategy to drive best pricing and supply advantages
- Conduct activities associated with the delivery of goods and receipt of goods and services from vendors while adhering to the set guidelines.
- Liaise with Finance and program teams to ensure purchase requests are supported by budget availability prior to procurement.

Approved by
Executive Director

15/07/2024





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- Produce request for quotations (RFQs) and ensure proper bid analysis is undertaken by the procurement committee.
- Managing the organization's relationship with all suppliers
- Preparing contracts with supplier, and ensure necessary annexes including code of conduct and Prevention of Sexual Exploitation and Abuse (PSEA) Policies are attached as deemed necessary.
- Maintain a well-organized filing and documentation system for all the procurement documents in the Organization.
- Take part in proper management of WART vehicles including timely servicing, coordination of activities and allocation of schedules for smooth running of the Organization
- Maintain an effective storage and Inventory system including updating on monthly basis.
- Supervise drivers and other staff as may be assigned.
- Support and ensure the security of employees and Organizational assets at all times through compliance to Organizational Safety and security guidelines.
- Support the project staff to prepare procurement documents and provide regular updates on procurement status.
- Ensure that principle of transparency and accountability are always followed.
- Ensuring the procurement processes are carried out according to WART Procurement Policies
- Checks all invoices for logistics services against service request made, verifies, summarizes and submits invoice package to finance department for payment.
- Raise the purchase orders, RFQ, seeks approval of relevant authority.
- Collecting the signatories /approval of various documents for processing.
- Follow up with suppliers to ensure timely and safe delivery of goods and services.
- Follow up with Finance department to ensure that suppliers are paid on time.
- Lead the organization through broader systems and process change, as it pertains to Procurement and Logistics
- Lead in supply chain best practices, while maintaining the appropriate level of compliance.



Safety Responsibilities

- Advise and update the Area Manager and Country Safety Coordinator on all security matters within the mission.
- Ensure that safety regulations and related emergency evacuation plans delegated by the Country Safety Coordinator are implemented and identify where recommendations have not been followed.
- In close cooperation with the Area Managers and in consultation with the Director of Operations, conduct scheduled and ad hoc risk assessment with accompanying mitigation strategies and contingency plans.
- Supervise and monitor security providers (Guards) in charge of office and residence security.
- In close cooperation with the Director of Operations, investigate all critical incidents.





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- Maintain information networks and liaison with security and law enforcement agencies as well as local security focal points.
- Contact authorities and other stakeholders and provide awareness about humanitarian principles to various groups.
- Oversee and control the distribution of WART ID cards.
- Update Country Executive Director accordingly on the overall security situation.
- Maintain a security situation map.
- Be updated on all WART movements within the mission area.
- Travel to the field sites for routine offer security advice and training
- Any other duties assigned by the line manager



PERSONAL ATTRIBUTES

Job Requirements, Skills, and Knowledge for Procurement & Logistics and Safety Officer.

REQUIRED QUALIFICATIONS

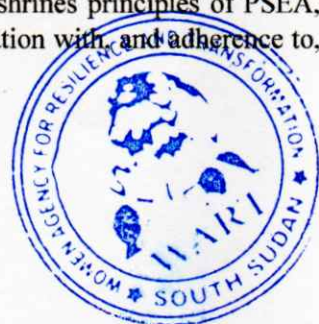
- Bachelor's degree in procurement and logistics, supply chain management, or other relevant disciplines.
- At least 3 years' experience working in procurement, logistics and administration, preferably in an NGO/and/or development program, with in depth experience in managing procurement processes
- Minimum 1-year deep field experience as security focal point/ manager
- Proven capacity to plan, organize and prioritize tasks to meet objectives and deadlines.
- Excellent interpersonal and communication skills.
- Excellent reporting skills, particularly the ability to quickly develop clear and concise delivery tracking, scheduling or pricing, donor, monthly KPI reports
- Commitment to and understanding of WART aims, values and principles

Personal Attributes

- Flexible, team player, calm under pressure
- Excellent communication/negotiation skills
- Willingness to travel to the field with minimal notice
- Fluency in English, Juba Arabic and at least one other South Sudanese language
- Proficient in Microsoft Office Package

PSEA

WART has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to,





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the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to recruitment.wart@gmail.com and, hand delivered applications should be brought to our head office in Juba no later than 6th of August 24 at 5.00 pm local time.

This is a state position and non-Relocatable only South Sudanese nationals are eligible to apply. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WART retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

Women candidates are encouraged to apply.

