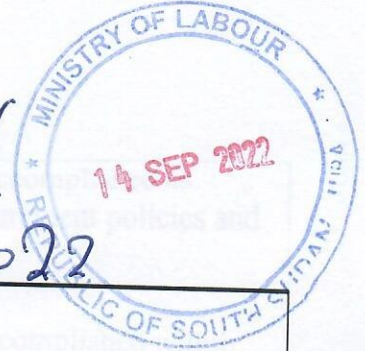


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14/09/2022



VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps began programming in Sudan in 1985, and has been operating in states of what is now South Sudan since 2005; operations have continued since the independence of South Sudan in 2011. We have been working to meet people's immediate needs, and with communities, to build local capacity and promote economic development, especially with the eruption of violence in December 2013. Mercy Corps South Sudan's priority areas are food security and livelihoods (focusing on cash assistance, market-based solutions in agriculture and economic development), WASH and Education. Mercy Corps has been implementing project, which combine agricultural, economic development, WASH, Education and other humanitarian interventions to tackle the convulsive crises affecting vulnerable communities.

Vacancy: 1 Procurement Officer

Reports to: National Operations Manager.

Duty Station: Juba

Duration of Assignment: 12 Months

Deadline of Application: 3rd October 2022.

GENERAL POSITION SUMMARY:

The Procurement Officer will dedicate 50% work efforts to support ELACAP7 Program and 50% to the overall procurement activities in Juba office in facilitating and executing procurement processes including but not limited to; distribution of quotations, receiving sealed bids, preparation of QA, PO & GRNs and other responsibilities. S/he will work extensively within the procurement to ensure that all program support activities are implemented successfully and timely. He/She will support the field offices operations team to ensure that all procurement activities are done in a timely manner and accurately documented.

ESSENTIAL JOB FUNCTIONS:

Procurement

- From day to day, the Procurement Officer will ensure that all approved and reviewed PRs are registered in the ongoing PRs register and filed
- Distribute Request for Quotations (RFQ) to vendors as needed and receive bids from bidders as per Mercy Corps standard policies.
- Assemble all required procurement documentation for quotation analysis.
- Collect internal signatures on service contracts and Purchase Orders (PO) and coordinate with vendors to sign the contracts and POs.
- Maintains the ongoing procurement file and related procurement files for in Juba as often as required for easy reference and follow up.



- Implement the day-to-day Procurement activities and ensure tasks are accomplished as assigned by supervisor responsibilities in accordance with the MC procurement policies and formats.
- Update the PRs Masterlist Tracker on daily basis.
- Follow up on procurement processes to ensure that all PRs raised are accomplished within the grant planned period.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

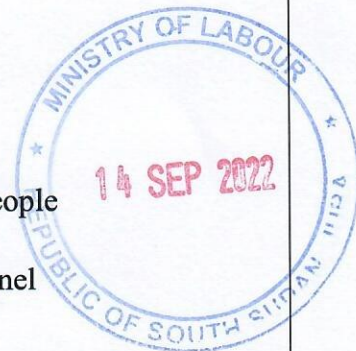
- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

KNOWLEDGE AND EXPERIENCE:

- Minimum 3-years' experience in procurement and supply chain or related field.
- Ability to interact effectively with international and national personnel.
- Good oral and written English skills.
- Computer skills on MS Office programs, especially in MS Excel, MS Word
- A demonstrated ability to multi-task and process information into action as to not delay program activities.
- Good understanding of procurement ethics and donor compliance is essential.
- Ability to learn on the job.

SUCCESS FACTORS:

- Conscientious with an excellent sense of judgment
- Ability to work simultaneously on multiple tasks
- Willingness and ability to work effectively with a wide variety of people
- Adherence to MC policies and standards
- Ability to work as part of a team and coordinate with project personnel
- Good spoken and written English
- Computer literate and strong interpersonal skills.



Apply to: Mercy Corps Juba Office

All applications will include CV, and all relevant copies of official documents, should be submitted in person. Or by email: ss-apply@mercy Corps.org



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ESSENTIAL JOB FUNCTIONS:

- Coordinate with the Procurement Officer with regard to all approved and received POs
- Coordinate with the Procurement Officer to ensure that all approved and received POs are processed in the ongoing T&E system and that
- Documents required by Procurement Officer to vendors requested and receive back from vendors in the T&E system
- Coordinate with the Procurement Officer to ensure that all approved and received POs are processed in the ongoing T&E system and that
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