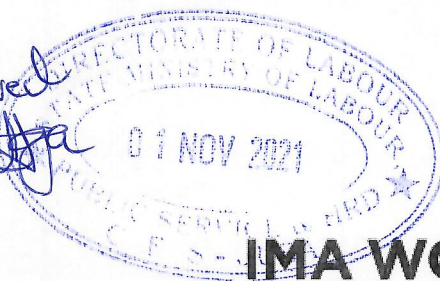


Approved  
[Signature]



# IMA WORLD HEALTH

## ADVERTISEMENT

**Job Title:** Procurement & Logistics Assistant-Temporary Hire (2 Months).

**Duty Station:** Juba, Country Office

**Reporting to:** Procurement & Logistics Officer

### ORGANIZATIONAL BACKGROUND

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

### KEY RESPONSIBILITIES:

- 1- Ensures that, all Vehicle log sheets are entered to spreadsheet weekly and shared with the operations Manager at the end of the month for cost allocations to projects.
- 2- Updates the Procurement tracker and warehouse tracker and share with the Procurement Officer every two weeks for review and the Procurement Officer share the reports with the Operation manager for his review before sharing with the program staff.
- 3- Manages the warehouse stock and prepares warehouse monthly report and share with Procurement/Logistics Officer for review before the final version is shared with program/stock owners so that they can plan accordingly on the stock shipment to the fields.
- 4- Verifies physical Assets and reconciles with the lists in the spreadsheet then shares the report with Procurement and Logistics Officer for review and finalizing before sharing with Operation Manager.
- 5- Prepares booking requests for UNHAS/Commercial tickets for travelling staffs and prepare a UNHAS bookings journal to be submitted to finance to liquidate the amounts deposited to WFP/UNHAS Account.
- 6- Process payment requests for all invoices submitted to procurement office for provision of works supplies and services.
- 7- Scan procurement documents and upload them to share point for filing.
- 8- Prepares RFQ and share with Procurement/Logistics Officer for review before sending out to Vendors for quotes.



9- Prepares PBS (Procurement Bid Summaries for received quotes and print it for signatures.

-Perform any other duty that will be assigned by the supervisor/line manager.

10- Process timely Vehicles insurance and Logbook's renewal for all IMA Vehicles.

### **Qualifications/Experience/Skills**

#### **Required**

- ☐ Senior four level certificate
- ☐ Certificate level qualification in and procurement & logistics management

#### **Desired**

- ☐ Diploma in procurement & logistics management

#### **Experience Required**

- ☐ Minimum 0- 2 years' experience working in logistics and procurement
- ☐ Experience in working in logistics in an NGO setting

#### **Technical Skills Required**

- ☐ Excellent oral and written communication skill in English and Arabic
- ☐ Excellent computer skills especially excel and word
- ☐ Customer service skills and Interpersonal skills
- ☐ Capacity to work under pressure and manage personal stress levels

#### **Desired**

- ☐ Customer care skills and Computer skills
- ☐ Adaptable, flexible, team player and able to take initiative and ability to prioritize.

### **APPLICATION INSTRUCTIONS:**

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to Human Resource Office IM World Health through e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org) or by hand delivery to IMA – South Sudan County Office: Heran Office complex, Hai Cinema Opposite Juba Stadium. Deadline for submission is **November Friday 5, 2021 by 5 pm South Sudan Local time.**

We will be reviewing applications on a rolling basis, so please apply at a suitable time. This position is based in Juba,

### **Include Name of the position and location in email subject line or on the envelope clearly marked**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

**Open to South Sudanese nationals only.**

