



## INTERNATIONAL MEDICAL CORPS

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www.imc.org/field/office

### JOB VACANCY ADVERTISEMENT

*International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document*

Job Title:	<b>Procurement Officer</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Juba</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Desired Start Date:	<b>1/April/2021</b>
Advertised date	<b>17/March/2021</b>
Closing Date for Applications:	<b>07/April/2021</b>
Duration of Contract	<b>4 month covering for staff going for maternity</b>

#### Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

#### Essential Job duties / Scope of Work:

- Ensure that the procurements as assigned are conducted efficiently and in compliance with donor and IMC's internal regulations.





- Enforce proper use of procurement ceilings and approval threshold and accordingly follow the approved procurement channels per threshold as you undertake the procurement processes.
- Ensure that IMCs' procurement activities are legal and moral and that all procurement are transparent, fair and competitive in nature.
- Assist Program personnel in regular procurement planning especially participating in the procurement planning and review meetings.
- Ensure timely completion of purchase requests and other documentation and keep requesters and Budget Holders of the progress made.
- Be the focal point in gathering of quotations/bids from both registered and unregistered vendors and ensure that all their bids are given equal and same treatment as per IMC standards and using established RFQ/P formats and templates.
- Ensures that the required documentation from suppliers are complete and meet the requirement so that all transactions are completed to IMC standards.
- Regularly update all procurements online and produces purchase status and completed purchases reports using online Procurement Tracking System.
- Ensures that the procurement filing system is in place and in accordance with the Procurement filing procedures as outlined in the Procurement Manual and Office365.
- Participate in the regular market surveys so as to know and expand the panel of suppliers, that we are buying items at right price, right qualify and right market and support in the budget processes among others.
- Maintain and regularly update a file on market prices for commonly-bought items.
- Ensure samples from vendors are properly coded, registered and kept securely in the sample room and accordingly facilitate the quality control process by keeping warehouse and Budget holder and/or Requesters aware of supplies delivery schedules.
- Pegged to the above, coordinate with the Warehouse team on delivery of items in and ensure timely collection of completed Goods Received Notes so as to expedite the payment processes.
- Coordinate with the Finance Department to ensure that payments to vendors are made on-time and without any unnecessary strain on the financial systems of IMC.
- Keep track of all recurrent valid contracts; by regularly updating the contracts and Blanket Purchase Agreements tracker and keep respective Budget Holders and field Site Managers informed of the expiry due dates at least 2 months in advance.
- Provide monthly estimates for all the committed transactions so as to facilitate in the preparation of cash forecast/projections.
- Support and actively participate in responding and/or addressing any internal audit findings and recommendations including the monthly Test of Transactions reports.





## I. SUPERVISORY RESPONSIBILITY:

Directly supervises the Procurement Assistant

### **Communication and teamwork: -**

- Ensure good communication with peers and donor's representatives including all IMC Clients (Vendor-suppliers)
- Facilitate harmonious working relationship with partners, beneficiaries and other stakeholders.
- Report problems encountered in the procurement department and/or within the wider Logistics and Supply Chain team to the Supervisor
- Propose solution to solve any problem faced in your department and report to the Supervisor
- Participate actively in regular departmental, all staff and program meetings as and whenever required.
- Prepare weekly team's work schedule.

### **Prevention of Sexual Exploitation and Abuse**

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

**Compliance & Ethics:** Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

**Ethical conduct for IMC staffs:** The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

### **Working Relationships:**

- Proactively engage with your supervisor, and key staff Program, Finance and HR/Admin on all matters to ensure that programmatic and project planning incorporates sufficient funding for procurement department requirements and assets.



- Proactively engage on a regular basis with Split based Logistics Desk Officer to ensure appropriate links and coordination support is secured.

**Personnel Qualifications (special training/experience required) provide 6-7 requirements**

A University Degree in Supply Chain (Procurement) and/or Diploma in Supply chain or procurement accompanied with at least 2-3 years of experience in large scale Logistics operation will be accepted. The job holder should have well tested strong organizational skills and discipline to follow outlined procedures; high level of integrity, ability to interact effectively with International and National personnel. Excellent oral and written English skills as well as Juba Arabic. A demonstrated ability to multi-task and process information into action as to not delay program activities. A Knowledge of logistics and administration; Planning, Analytical and organizational capabilities; respects deadlines; and should possess advanced computer skills; Excellent communication skills and problem-solving ability; Team player; Result focused and cost-conscious and Ability to work independently as well as cooperatively with team members;

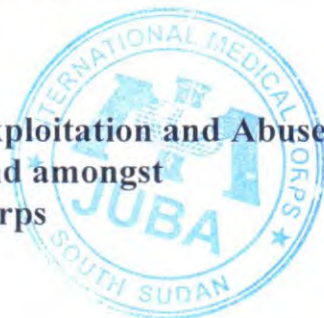
**Competencies: -**

- Good organizational, forecasting and planning skills with the ability to review establish and implement effective warehouse management systems.
- An understanding of requirements of a rapid response emergency operation.
- Attention to details and excellent numeracy.
- Diplomacy, agile, tact and communication and negotiation skills.
- Fluent spoken and written English and Juba Arabic local dialects
- Flexibility, adaptability to work under tight deadlines and pressure.

**Success factors: -**

- Conscientious with as excellent sense of judgment
- Ability to work simultaneously on multiple tasks.
- Willingness and ability to work effectively with a wide variety of people.
- Ability to work as part of a team and coordinate with project personnel.
- Computer literate and strong organizational skills.

**Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps**





## **HOW TO APPLY**

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [SS-Recruiting@internationalmedicalcorps.org](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3<sup>rd</sup> Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

**Note:** Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

**Closing date for receiving application:**  
07/April/2021

**Due to the Agent of this position we may shortlist before the closing date.**

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com). **Please do not submit your CV or application to this website, it will not be considered for review**

