



NORWEGIAN CHURCH AID actalliance

NCA SOUTH SUDAN PROGRAM

VACANCY ANNOUNCEMENT



Position: PROGRAMME SUPPLY CHAIN OFFICER (PROCUREMENT AND LOGISTICS-NATIONAL POSITION).

Reporting to: LOGISTICS COORDINATOR.

Duty Station: Juba

Organization Profile

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian, and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

The Position and Areas of Responsibility

This position will handle the programme supply chain functions. He/she will provide efficient and effective procurement implementation and smooth running of procurement operations according to NCA's internal and donor procedures, as per the Operations Handbook and Quality Standards contained within. He/she will also participate in partner mapping, due diligence, and capacity-building processes to ensure that the appropriate organizations are engaged as partners in implementing projects.

1. AREAS OF RESPONSIBILITY

- Coordinate end-to-end SCM functions for the assigned programme.
- To assist in supervision and building the capacity of the field SCM and admin team and partners.
- Support accurate and timely interim and end-of-project reporting.
- Collaborate and coordinate with other thematic officers to ensure program integration.

2. MAIN TASKS

- Establish a rigorous, accountable, and transparent procurement system compliant with the NCA Operations Handbook Volume on Procurement Management, local law, and donor requirements.
- Advocate with program teams regarding procurement planning per the NCA Operations Handbook and Area Performance Indicators (APIs). This includes participating in procurement planning with the Programme Manager and the Country Supply Chain coordinator.
- Manage procurement processes, Requests for Quotation, Invitation to Bid, and National Open tenders on behalf of the Field Office under assignment in collaboration with the County Supply Chain Coordinator.
- Manage all purchase requisitions received from the field office under assignment and process the procurements according to the country office's



Procurement Thresholds Table. Adhere to the procurement lead times as specified and refer any International Tenders to the Country Supply Chain Coordinator.

- Ensure that the Procurement Tracking Table (PRTT) is updated in real-time and accurate for all requests received under assignment and procurements.
- Ensure new suppliers are vetted according to NCA policies and updated on the Country supplier database, capturing comments on performance and contracts issued.
- Ensure that Program colleagues' feedback on contractor performance is captured on the NCA vendor master database and uploaded onto the SharePoint archive system.
- Enforce a zero-tolerance policy regarding corruption and contribute to ensuring complaints are recorded and investigated appropriately, in line with the NCA Code of Conduct and Accountability Framework.
- Coordinate with the Country Supply Chain coordinator to ensure that all issues related to procurement and ongoing contract management are reported and solutions are realized as the issues arise, escalating the problem to the Head of Operations and Country Director if necessary.
- Maintain updated and complete procurement contract files (in line with NCA Operations Handbook) of ongoing contracts, to be filed in Finance once the contract is closed and submitted for payment.
- Ensure proper accounting, reporting, internal controls, and record maintenance/filing in accordance with guidance from the Country Supply Chain Coordinator and NCA SOPs.
- Raise payment requests for processing in the South Sudan Country Office track all payments requested in the PRTT's Payment Tracker sheet and facilitate weekly circulations to Finance and the Head of Operations.
- Monitor the supply market trends for updated information, such as changes in market price, new products, and additional suppliers.
- Adhere to the NCA Code of Conduct and NCA-specific procurement procedures within the Supply Chain department.
- Update Assets list and ensure all the assets are tagged.
- Conduct assets verifications exercise at least twice a year.
- Conduct stock taking at least twice a year.
- Endure that fuel tracker is well monitored and updated .



EXPERIENCE AND TECHNICAL COMPETENCIES:

- At least 4 years of work experience in relevant field with INGO or other agencies experience in Supply Chain functions, explicitly focusing on procurement management.
- Proven ability to implement large-scale programs.
- High integrity, pro-active, stable, robust character, and a good team player.
- Highly motivated, results-oriented, and with well-developed problem-solving skills.
- Ability to cope with heavy workloads and to work under pressure to meet tight deadlines.
- Excellent communication skills.
- Excellent analytical and negotiation skills.
- Proven commitment to accountability practices.
- Prioritize tasks, meet deadlines, and work with limited supervision.



- Knowledge of computers: word processing, database management packages.

Education:

- Degree in Business Administration or Supply Chain/Logistics Management.
- CIPS certification will be an asset.

The closing date for receipt of applications is 15th March 2025

Interested candidates should submit the following documents along with their application:

- A cover letter with full contact details explaining why they feel they are suitable for the position
- A current CV
- Copies of their academic qualification certificates
- Three references, which should include their current or most recent Supervisor.
- Send your application through this link :

https://ncaco.recman.no/job.php?job_id=419087

Hard copies can drop in NCA Juba Country Office or Torit, Malakal, Kaujok, Wau, Aweil NCA Field Offices. But applicants are strongly advice to apply online.

NCA is an equal opportunity employer, and qualified female candidates and people with disability are encouraged to apply.

