



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT



Job Title: Procurement Assistant

Qualification: diploma or professional training in Procurement and supply chain management.

Experience: 2 years' professional experience in a procurement role with INGO

Job Location: Juba

Supervisor: Procurement Specialist

Closing date: 18th March 2025 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

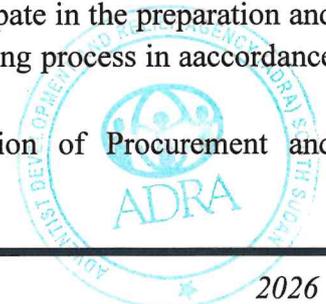
ADRA’s Values: *Courageous. Compassionate. Connected*

JOB SUMMARY:

This position is to support the Operations team for all procurement activities of ADRA South Sudan, including performance of bridge check prior to procurement order for all supplier

DUTIES & RESPONSIBILITIES:

- Maintain paper and electronic records of purchases made for operations.
- Assist to draft and complete all necessary forms for the purchase of materials, goods, and services in accordance with ADRA procurement policies and procedures.
- Assist in obtaining quotes/offers for services and goods and participate in the preparation and analysis of offers, vendor selection, and completion of the purchasing process in accordance with ADRA procurement policies & procedures.
- Support the pre-qualification of suppliers under the supervision of Procurement and Operations Specialist when needed.



- Assist in carrying out market surveys and visits to vendors to inspect goods and stocks.
- Receive goods from suppliers or ensure that goods are delivered directly to the recipient and/or beneficiary, if applicable, and ensuring that all delivery documentation is in order.
- Assist to request and review tax registration and vetting for all suppliers of goods and services.
- Maintain professional communication with all suppliers.
- Assist with the verification of procurement documentation and accuracy of invoices, and submit all necessary documents to the Finance Unit for payment.
- Assist coordination with the warehouse team on delivery of items including completion of Goods Received Notes, storage of items and transfer of items to field sites.
- Assist to monitor the status of pending requisitions to ensure timely delivery.
- Any other duty that might be assigned by his/her supervisor.

PERFORMANCE INDICATORS:

- Time management
- Team work.
- Interpersonal and communication skills

INSTRUCTIONS FOR APPLICATIONS:

All application should be emailed to jobs@adrasouthsudan.org or hand delivery to ADRA office at Munuki SDA Compound.

Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.

SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of 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, 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.

