5 FEB 2026

CONCERN worldwide

VACANCY ANNOUNCEMENT

CONCERN worldwide 2 Programme in South Sudan

VACANCY: **PROCUREMENT SUPPORT OFFICER**

LOCATION: **NYAMLEL, NBeG STATE**

NUMBER OF POSTS: **1**

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health and Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan, Unity, NBeG, and Central Equatoria States respectively.

Concern South Sudan is seeking to recruit a suitable candidate to fill the position of **Procurement Support Officer** to be based in **Nyamlel, NBeG State.**

Job Purpose:
The principal objective of the Procurement Support Officer role is to ensure the logistical needs in Nyamlel, Concern team are met and that all logistical activities are done efficiently, accurately and on time. He/she will work closely with the program, finance and other administration. All activities are carried out in line with Concern policies and procedures and according to any applicable donor, Country Office and field level guidelines.

Main Responsibilities

- Ensuring that all Supply Requests and subsequent documentation are approved in accordance with the Country Delegation of Authority Matrix.
- Following the correct solicitation procedure for different procurement thresholds and filing all procurement-related documentation.
- Being responsible for preparing and distributing RFQs and related documents for review and approval before sharing with potential vendors.
- Ensuring that the evaluation and selection criteria for vendors/suppliers are appropriately executed and documented as outlined in the Procurement policies and procedures.
- Ensuring that the appropriate contract is prepared, reviewed and duly approved upon selection of a vendor or supplier.
- Ensuring that all documentation and correspondence arising from any procurement related transaction is appropriately documented and incorporated into the corresponding procurement file.
- Follow the coordination offices' procurement and provide the necessary support.
- Proactively sharing information with requestors on the status of their supply requests and ensuring that procurement lead times are adhered to across all thresholds.
- Timely and prompt arrangement for Procurement Committee Meetings (as and when required).

- Maintaining all Procurement files (both hard and electronic copies) in an organized, accurate, and up-to-date manner. (This includes all Purchase Orders, Contracts, Agreements, etc.)
- Maintaining and regularly updating the supplier database and conducting market surveys in collaboration with the Logistics Officer.
- Maintaining and keeping the procurement tracker up to date on SharePoint and notifying the section responsible on a weekly basis.
- Support the Logistics Officer in generating any other procurement-related reports.
- Oversee the work of storekeepers and proper functioning of the stores.
- Monitor the procurement tracker in Nyamlel.

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization

Qualifications and Competencies Required

- University Diploma or degree in logistics and supply chain or other related field of study
- Minimum 4 years of experience in procurement or other related jobs, out of which 2 years should be in NGO/UN setting
- Good skills in MS Excel and MS Word, with practical skills in data processing. Previous experience working in a busy procurement environment
- Knowledgeable in procurement processes.
- Ability to work in field settings for extended periods.
- Good communication and interpersonal skills with solid spoken and written English.

CRM Accountability: In line with Concern's commitments under the Core Humanitarian Standard (CHS): actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E); work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed; work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy,anti-fraud policy, conflict of interest and whistle blowing policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of

both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.**

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of education certificates in a sealed envelope addressed to:
    - HR Department at Nyamlel field office (applicants in Aweil West)
    - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)
    - Or send via email to vacancies.juba@concern.net **(advert is open from Tuesday 3rd March 2026 to Friday 20th March 2026)**
2. The position is a local recruitment and strictly open to South Sudanese nationals.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Do complete the summary profile and criminal background check forms when submitting your application.

Note: Longlisting will be done on rolling basis, therefore it is advisable to submit your application as soon as possible to avoid the position being filled before the official deadline.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.
WOMEN ARE STRONGY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.

Approve by Director of Labour office NBGS-Aweil

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