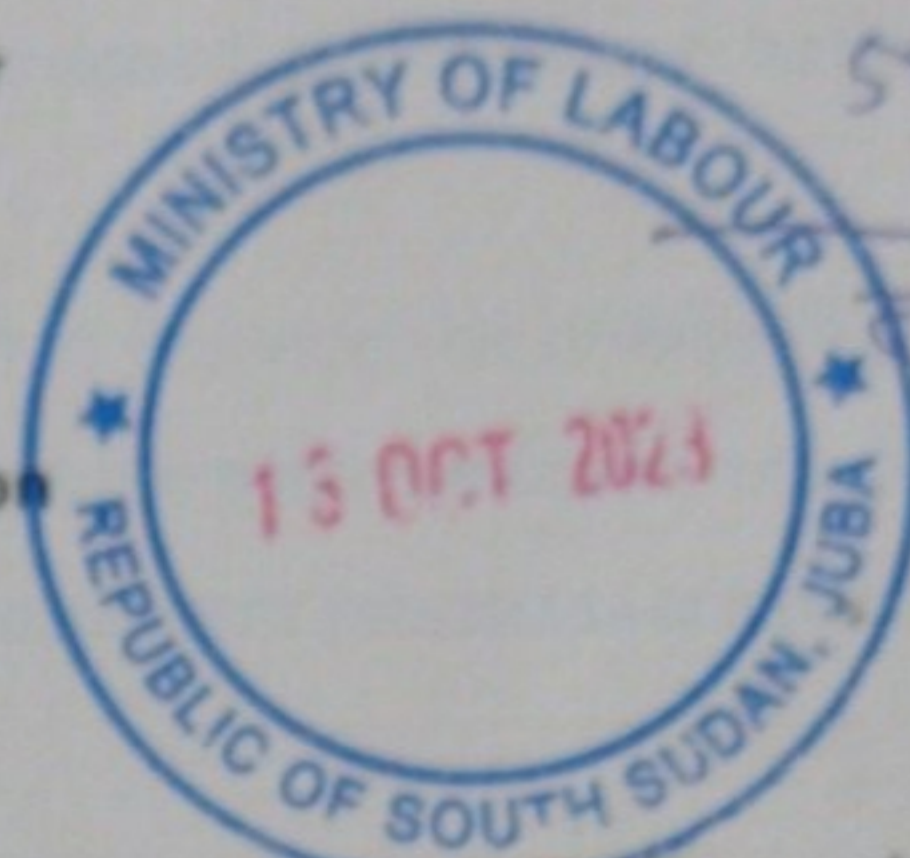




Women for Justice and Equality - South Sudan (WOJE)

VACANCY ANNOUNCEMENT

POSITION TITLE: Logistics and Procurement officer
DUTY STATION: Juba south Sudan
REPORTING TO: Procurement Manager
DURATION: 1 year with possibility of extension



About WOJE

Women for justice and equality (WOJE) is a feminist advocacy organization working towards strengthening and advocating for the rights of women in marginalized communities in the Republic of South Sudan. WOJE grew out of a group of grassroots women, including survivors of GBV, harmful practices, women leaving with HIV and women migrants struggling with identity in 2016. The organization was formerly known as Islamic Development and Relief Agency (IDRA), WOJE engage in the protection of women and girls and hoping to grow into a vibrant advocacy movement for the rights of women and girls across Africa in future.

The organization is legally registered, as a National Non-Governmental organization with the Relief and Rehabilitation Commission of the Republic of South Sudan under the Reg. No. 1972.

ROLE OVERVIEW

Reporting to the procurement and Logistics Manager, the incumbent is responsible for sourcing and buying of goods and services in accordance with the best and ethical procurement practices. Within the framework of the business unit's and purchasing function's objectives and action plans, the job purpose is:

- To support and execute the operational and tactical procurement of goods and services within the country.
- To support the implementation of procurement strategies in close cooperation with direct and indirect procurement teams.



- Ensuring that the purchasing & administration activities comply with legal and company policy.

Desired Responsibilities

- Analysis and evaluates requisitions forms as assigned, to ensure purchase meet the requirements.
- Initiates competitive procurements tools such as Requests for proposals (RFP) Requests for Quotations (RFQ) and ensure that the user needs are met, the company obtain best values and that the procurement processes are perceived by suppliers as fair, open and ethical.
- Raise purchase Orders and ensure they are signed accordingly
- Communicating with department personal when discrepancies appear on department requisitions and modifies form accordingly.
- Ensure all documents generated from procurement are complete and stored in the proper format
- Develop vendors all vendors list
- Ensure stocks are monitored and replenished on time.
- Vendor prequalification and on boarding process for WOJE south Sudan.
- Monthly procurement report on updated current vendor list
- Ensure all PRS worked or have the rights specification and are logged into the PR tracker
- Liaise with internal project teams to understand their procurements needs and provides throughout the purchasing
- Maintain strong suppliers relationships and ensuring that timely delivery of goods and services
- Negotiate with external vendors to secure advantageous terms and conditions for the organization.
- Liaise with other team members to develop procurement plans in line with donor expectations
- Ensure all programme are acquired in efficient and timely manner



- Support in preparing budgets, cost analyses and reports. The procurements officer is responsible for assisting in the preparations of budgets, conducting cost analyses and preparing reports on procurements activities.
- Ensure mission purpose, strategic goals and programme objectives are well communicated amongst procurement staffs to create mutual understanding and ownership.

QUALIFICATIONS

- Professional Diploma in Logistics and procurement, Supply Chain and Management or relevant document applied.
- A computer literate is highly recommended.

How to apply

Interested applicants should submit their application online and hand delivery, together with resume/CV including telephone and email contacts of at least 3 referees as well as your daytime telephone / cell phone contact number to WOJE south Sudan jobs to wojehumanresource@gmail.com and copy wojesouthsudan.org@gmail.com indicating the position and location you have applied for the subject line of your email.

Please note:

1. Deadline for receiving application for this position is the 3rd of Nov 2023
2. WOJE south Sudan promotes gender equality and encourage qualified female candidates to apply
3. Only shortlisted candidates will be contacted for assessments

NOTE THE DATELINE IS 31ST OF NOVEMBER 2023

BEST LUCK

