



Job Advertisement Procurement Assistant-Juba, Central Equatoria State



Job Purpose: To Provide Logistical support in the areas of procurement.

Key Responsibilities General

To uphold Medair values and to contribute to the wellbeing of the team as an active member.

Procurement

- Ensure all suppliers are approved and registered
- Receive and process approved purchase requests from programme teams. Check that project award codes and approval thresholds are correctly applied before proceeding with sourcing.
- Utilize sourcing from Framework Agreements, as a priority
- Collect quotes and goods from suppliers through the MEDEX procurement portal only.
- Negotiate discounts with suppliers, ensuring that value for money, quality of products and delivery timelines are considered.
- Obtain samples of specific items, (visibility materials/technical equipment's) and get approval from PM's/management, before issuing the PO.
- Coordinate supplier delivery with the warehouse and transportation teams
- Process Supplier payments, uploading all supporting documentation into the MEDEX system
- Be aware of developments in the market in Juba (changes of prices, availability of goods & services)
- Maintain Relationships with Suppliers and conduct supplier evaluations on good/bad performance
- Coordinate supplier deliveries with the warehouse and transportation teams.
- Provide accurate cash needs forecasting for supplier invoice payments
- To obtain a thorough working knowledge of Medair procurement procedures within 30 x days
- Attend all training applicable to the procurement assistant role.

Customs & Clearance

- Work in collaboration with the Procurement and Logistics officers to organize exemption papers and arrange clearing of goods in coordination with the Supply Chain Manager.

Other

- Cover for other logisticians in their absence.
- Any other tasks delegated by the line manager.



Essential

- Relevant Diploma in Logistics or in process of completing studies
- 1-2 years' experience in logistics
- Experience working with similar organization.
- Fluency in both written and spoken English
- Very strong computer literacy with good working knowledge of Microsoft Excel, Word and Outlook

Desirable

- Bachelor's Degree in Logistics or Supply Chain Management
- Fluent in Classical Arabic
- Knowledge of other local languages
- Excellent knowledge and use of excel
- Previous experience in four-wheel driving

Others

- Clean south Sudanese driving license
- familiar with operating manual gear transmission vehicles
- Willing to learn, grow and strive for excellence and personal improvement

An exhaustive job description of this position is available on request from the email below, only shortlisted candidates will be contacted

Date of advertisement 13th July 2026 and closing date 31st July 2026

Please address your application comprising (1) a comprehensive CV that includes 3 professional referees, education and training backgrounds previous work experience (2) Cover Letter detailing how you qualify for this position to the **Recruitment Human Resource Department Medair South Sudan-Bilpam Road, Hai Tongping** or e-mail: recruitment-sds@medair.org.

