

JOB VACANCY

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Join Aid Management International (JAM) now rebranded to ForAfrika is Humanitarian and Relief Organization operating in various parts of African countries. Our Projects includes feeding and agricultural programs, an orphanage and training centers in Rwanda, drilling of water wells in Eastern Cape, as well as Numerous Community Development Programs in Sub-Saharan Africa.

In South Sudan For Afrika is actively implementing Food for Education, Food for Assets, General Food Distribution, Food Security and Livelihood interventions and Livestock vaccination and we operate Projects in Twice East, Bentiu, Bor, Pibor, Boma, Pochalla, Aweil, Wunrok and Kuajok

Job Title	Procurement Officer (1 Position)
Department	Operations
Reports To (Function)	Procurement & Logistics Manager
Location	Juba - South Sudan with Frequent travels to the field sites
Number of Direct Reports (Subordinates)	1

Purpose of the job:

The Position will manage an efficient procurement support system within For Afrika and will ensure there is a high standard of accountability and transparency in handling, coordinating and management of procurement of good and services for activities in all For Afrika areas of operations

Key Responsibilities:

- Plans procurement actions for assigned projects, which typically involve the procurement of a select group of technically complex commodities or services, or for a variety of goods and services of a general nature.
- Reviews and analyses technical specifications to ensure completeness, accuracy and competitive qualities, and identifies optional courses of action.
- Assists staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
- Develops vendor pre-qualifying criteria, identifies product sources and evaluates vendor performance as regards quality, prices, delivery, equipment, etc.
- Solicits and evaluates bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.
- Compiles and presents procurement data; prepares all relevant supporting documents and recommends approval of the contract or purchase order.
- Coordinates timely delivery of goods and services.
- Participates in the market and supplier research.



- Prepares a variety of reports, correspondence, and documents (e.g. purchase orders, contracts and amendments) on procurement-related matters.
- Performs other duties as assigned

Competencies:

Professionalism: Knowledge of market trends and sources of supply and equipment and of procurement/contract execution and administration. Knowledge and understanding of internal procurement policies, practices and procedures. Ability to conduct research and analyses data and information to develop recommendations on procurement contracts awards. Ability to clarify and agree on terms of contracts and/or specification requirements and to apply good judgment in the context of assignments given.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect;

Education:

Advanced university degree (Master’s degree or equivalent degree) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of five years of progressively responsible experience in procurement, contract management, contract administration or logistics and supply chain management is required. Two consecutive years of the aforementioned experience, in the most recent five years are required to be directly related to first-hand procurement experience in conducting international tender exercises to award contracts.

To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter, copies of academic credentials and copy of nationality Identification card. Hand Delivery to Juba office address to Procurement and Logistics manager for Afrika South Sudan at Equatorial Tower 4th Floor or by email to jamss.recruitment@jamint.com please clearly mark the position title. **Deadline for submission: 03rd March 2023.**

JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color and Religion.

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.

