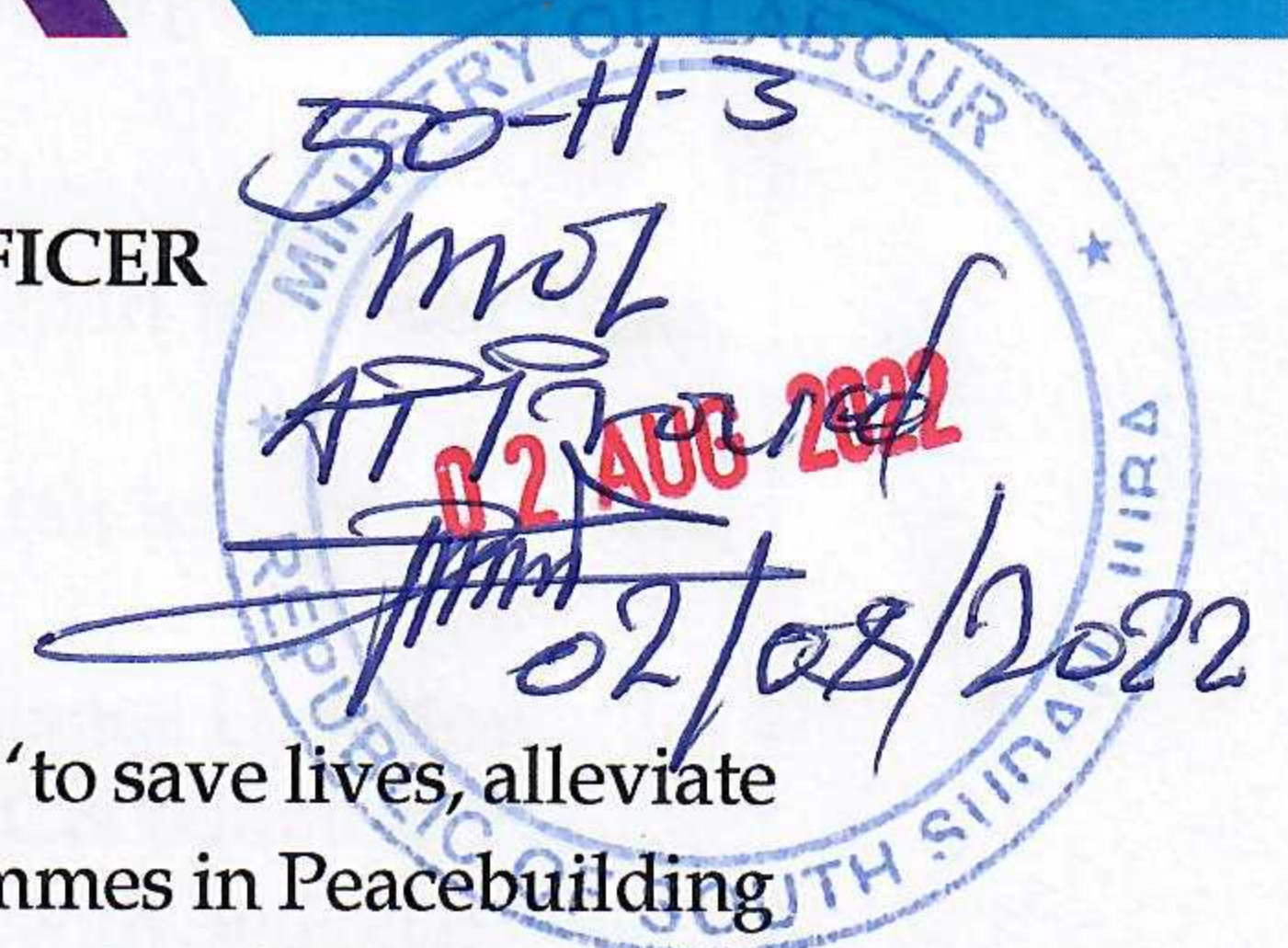


JOB ADVERTISEMENT FOR PROCUREMENT OFFICER

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APPROVED
02 AUG 2022
02/08/2022



Background

Coalition for Humanity (CH) Not for Profit organization, our mission is 'to save lives, alleviate suffering, built resilience of the vulnerable people, through our programmes in Peacebuilding and Conflict Transformation, Protection/GBV/HLP, WASH, S-NFIs, Food Security and Livelihoods, Health and Nutrition employing our strategies like community capacity building, Social Behavior Change Communication, market linkages, advocacy and governance to enhance contextualized innovative solutions for service delivery in Emergency Response and Sustainable development in South Sudan'. Our Vision is to see 'a self-reliant, poverty free and socially just society with capacity of solving its challenges and meeting its day-to-day needs'.

Job specific information	
<i>Job title</i>	Procurement Officer
<i>Job location</i>	Juba- with visits to the filed locations
<i>Job Grade</i>	Based on CH's Job Grades
<i>Reporting to</i>	Finance Manager

Job purpose
Coalition for Humanity (CH) is looking for highly Qualified, committed and competent person to fill the position of Procurement & Logistics Officer. He/she will undertake a variety of administrative and operational roles related to procurement & Logistics. He/she shall Identify and evaluate suppliers, arranges for transportation of purchased goods, identifies and develops strategies for addressing logistical barriers, monitors use of materials and resources, and ensures quality record keeping. Ensures the organization obtains quality products for competitive prices in a timely fashion. Plays an integral role in ensuring the organization sticks to budgets and operates profitably.





Key Duties and Responsibilities

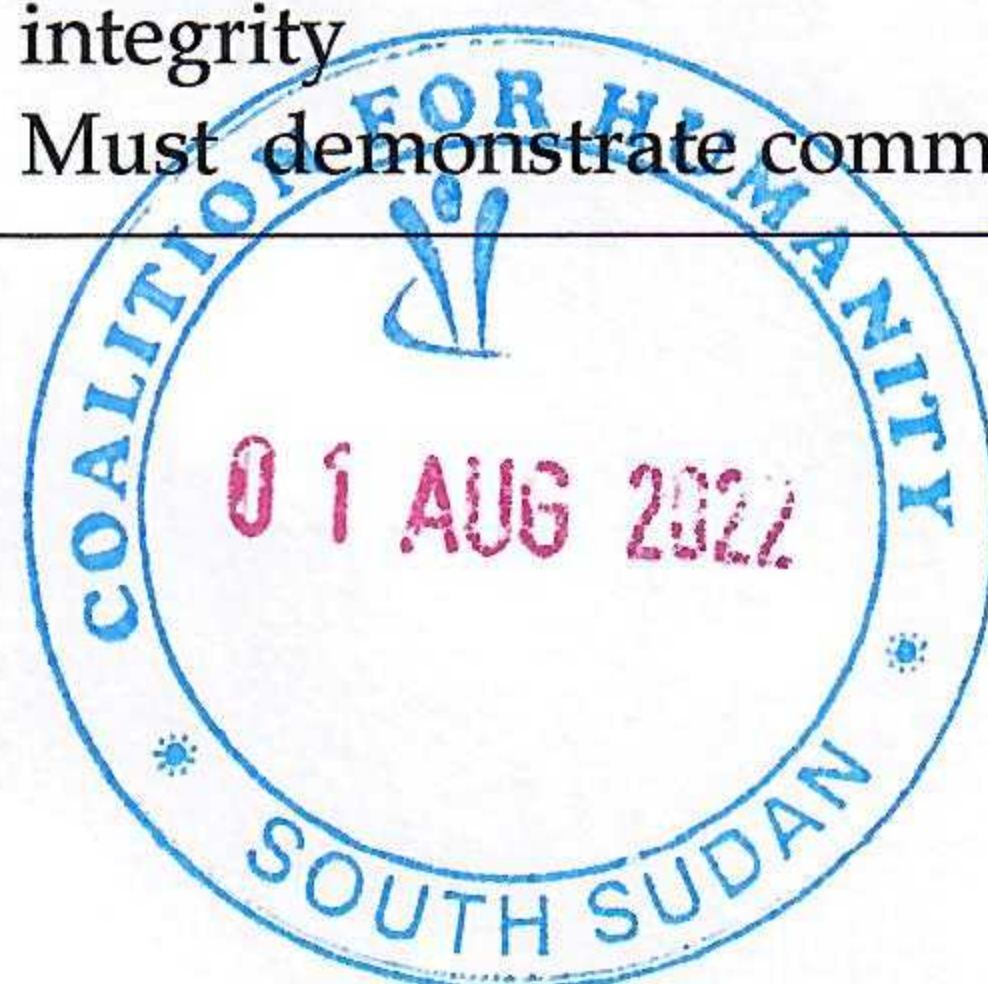
- Preparation, co-ordination and implementation of consolidated annual procurement plans and ensure user departments adhere to it in line with approved budgets;
- Formulate the Value for Money (VFM) framework to inform the organization procurement
- Preparation of Request for proposal documents
- Provide logistical support for project activities; including transport for client visits, events such as workshops, meetings, etc.
- Coordinate the receipt, opening and evaluation of quotations, tenders, or proposals for goods, services or works;
- Preparation and management of contracts in liaison with the Finance Department for its legality and ensure proper authorization in accordance with CH policies;
- Ensuring user departments adhere to procurement plans in line with budgets;
- Carrying out market surveys, monitor and evaluate performance of the supply chain function;
- Ensuring sound partnerships with suppliers and clients;
- Ensuring timely, efficient and effective procurement of goods, services and works, while strictly adhering to the procurement policy;
- Establishing in liaison with the relevant departments and end-users, quality specifications of goods and services required by CH;
- Carrying out designated checks on quality and security aspects of procurement;
- Reviewing the supply chain to ensure it is efficient and effective;
- Managing the annual supplier pre-qualification exercise;
- Managing the disposal of obsolete and disposable items with authorization from the management.
- Secretary to the Bid Evaluation Committee; collate and present procurement documentation to the relevant Tender and Disposals Committees for adjudication and award;
- Prepare supplier's contracts and purchase orders and submit for approval;
- Maintain files and records for all procurement processes, tenders, procurement evaluations, contracts, Purchase orders and all correspondences relating to the procurements;
- Submit procurement documents, contract and LPOs for payment processing;
- Facilitate the annual procurement audit and other procurement reviews.
- Facilitate for insurance cover for all assets and equipment for CH
- Review and update the procurement and Logistics Policy
- Prepare monthly procurement reports for the organization



Education & Experience

Education	<ul style="list-style-type: none">• A Bachelor's degree in Supply Chain Management or its equivalent from a recognized University.• Professional qualification in procurement is an added advantage
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Experience	<ul style="list-style-type: none"> • At least Three (3) years' experience in procurement and logistics management. Preferably experience in an NGO setting • Solid knowledge and understanding of procurement processes, policy, and systems • Knowledge of Supply Management Software (Database Management, Inventory Management, Financial Analysis, • Effectively applies specialized knowledge of logistics and procurement to timely source goods and services; • Effectively works with vendors and service providers in compliance with CH procedures to secure cost-effective quality solutions for CH • Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
Core competencies	<ul style="list-style-type: none"> • Well-seasoned level of financial professional, with strong experience in Finance and full understanding of the core processes. Acts as discussion partner on organization level for financial matters. • Conceptual working and thinking level with several years of experience in finance OR Higher vocational working & thinking level with many years of experience in finance Practical & applied knowledge level • Well grounded, well-seasoned financial professional, with full understanding of the core processes • Acts on a large and/or complex financial management level. Is a sparring partner for Executive Director for financial matters? Contributes to the development of the strategy of the organization • Supports, mentor and coach more junior financial officers in the head office and field offices • Ability to prepare budget as well as write a narrative report as may be required. • High level of computer literacy, excellent working knowledge of spreadsheets, databases, internet and e-mail. • Leadership qualities and people management expertise to provide direction and effective support to a multicultural team; • Thorough understanding of financial system and how it interacts with other operational systems to achieve seamless organizational effectiveness and efficiency. • Effective verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written spoken and spoken English.
Behavioral Competencies	<ul style="list-style-type: none"> • A strong commitment to CH's purpose, a broad understanding of the work culture in the "Humanitarian" sector and its impact on key areas of responsibility and a commitment to humanitarian principles and action • Ability to influence and support colleagues in appreciating the importance of financial Standards, procedures and controls; • Keep confidential information and act with utmost discretion and integrity • Must demonstrate commitment and sensitivity to gender issues



Note: Applicants should review the job requirements carefully before applying ensuring that he/she meets the requisite qualification

Applications, along with CVs) should be addressed to: Human Resource & Admins Manager,

Coalition for Humanity Email jobs@ch-ssd.org or Hand deliver hard copies to our Office in Juba located in Gudele 1 Block 8, Plot No. 121, North of Zain Customer Care Shop. Application deadline: 19th/8/2022. **Only short-listed candidates will be contacted. No phone calls please.** Due to urgency of this position, applicants will be interviewed on rolling bases and post might be filled before the deadline. Position is opened to both local and international candidates meeting the requirements

