



CARE South Sudan



CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

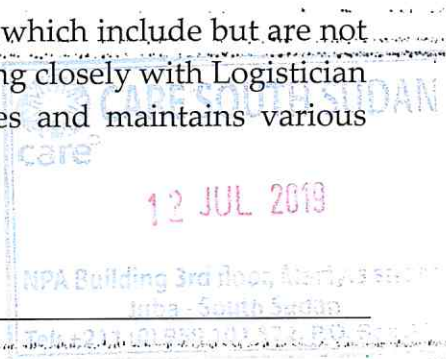
<b>Position:</b>	<b>Procurement Assistant</b>
<b>Department:</b>	Support
<b>Location:</b>	Juba
<b>Reports to:</b>	Senior procurement officer

**Purpose of the job**

The Procurement Assistant (PA) will assist the Procurement Officer (PO) to ensure that goods and services required to support program operations are supplied in a timely manner, of good quality, and for the best overall cost. All procurement transactions are to be conducted in a manner to provide best value and within established bidding policies. CARE policies and procedures are to be followed by the PA and any personal or organizational conflicts of interest must be declared.

**SPECIFIC RESPONSIBILITIES:**

- Prepare payments for processing and sends to Deputy Country Director Operations for approval:
- Collect GRNs
- Insure all supporting documentation is attached.
- Keep copies for all Tender documents & payments that Procurement requires.
- Follow up with vendors for delivery of goods and services.
- Performs a variety of procurement administrative functions which include but are not limited to: filing of Purchase order copies (blue copy), working closely with Logistician to ensure goods are delivered by vendors on time, creates and maintains various databases (as required PSR).
- Takes minutes during sealed bids opening or when needed.



- Access to PeopleSoft based on authorization.

## **Job Responsibility #2: Filing and Procurement Tracking System:**

- Assist the Procurement Department in maintaining the department filing system and making scanned copies and insert it in the archiving folder for electronic storage.
- Update the Procurement Status Report (PSR) on daily basis and share with procurement officer for review as required
- Follow up daily with the finance department on payments effected to vendors.

## **Job Responsibility #3: Summary Bid Analysis**

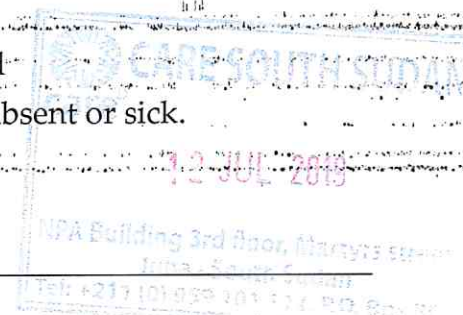
- Follow up on Procurement for CARE main Office
- To prepare the SBAs; Audit and review the data entry and prepare draft recommendation
- Coordinate with the requesters of the goods & or services and other bid committee members to finalize the results of the SBA
- Submit the final results to the Senior/Procurement Officer for review and approval

## **Job Responsibility #4: Tender processing**

- Assist the Procurement Officer in preparing tender documents and releasing the tenders in the newspapers.
- Follow up on the bid opening sessions:
- Conduct data entry for the received bids on the SBA sheet.
- Review and validate the data entry prior to submitting it to the Procurement Officer and participate in tender analysis sessions and prepare minutes of the analysis under the supervision of the Procurement Officer
- Assist the Procurement team in processing the purchase orders under the tenders; sending order sheets and contracts to winning vendors and make confirmation of receipt with the vendors
- Complete vetting and other forms & submit to Senior/Procurement Officer

## **Job Responsibility #5: In The absence of the Procurement Officer**

- perform delegated tasks to cover same areas of responsibility as the procurement officer, although no negotiation with vendors or purchase agreement approval
- review active orders to determine delivery status
- follow up with vendors to assure prompt delivery
- communicate with staff concerning delivery progress
- maintain records to record receipt of invoices
- perform delegated procurement officer functions as required
- Raise PO And dispatch it in case the procurement officer is absent or sick.
- *Perform other duties as assigned.*



## Qualifications:

- Bachelor Degree in Logistics and Procurement with at least three years working experiences.
- Good working knowledge of most common computer packages (MS-Word/Excel/PowerPoint/Access).
- Knowledge of local market conditions and situations.
- Wide knowledge of the NGO operations
- Verbal, written communication and listening skills coupled with excellent negotiations skills.
- Experienced in working in a multi-cultural environment and respect for diversity.
- Ability to work under-pressure and respond positively to feedback and differing points of view remaining calm and in control.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change.
- Proficiency in English is required. Proficiency in Arabic preferred.

## HOW TO APPLY

The position will be based in Juba. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **12<sup>th</sup> July 2019** and Closing date South Sudan receiving application will be **31<sup>st</sup> July 2019**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to:

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

