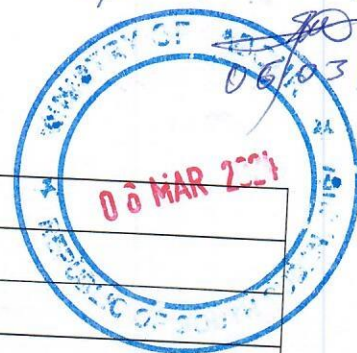




SO. H. 3
Approved by
S/Inspector of Labour



Job Title:	Procurement Officer (01 Position)
Job Location:	Juba – South Sudan
Reporting to:	Head of Finance
Starting Date:	6th March, 2024
Closing date:	26th March 2024

INTRODUCTION:

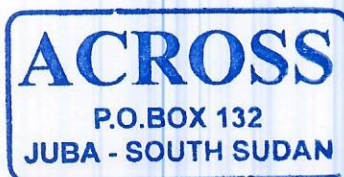
ACROSS is an Interdenominational Church based organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is urgently looking for a competent qualified South Sudanese for the position of **Procurement Officer**.

Main Job Purpose:

The Procurement Officer is responsible for overseeing and facilitating the purchasing strategy, supervising teams of subordinate staff in purchasing, operations, and logistics, and ensuring all employees and processes meet the ACROSS standards and designations for work quality in compliance with international procurement practices and ACROSS procurement Manual.

JOB FUNCTIONS:

- Sourcing and engaging reliable suppliers and vendors.
- Leading vendor selection procedures including conduction of bids analysis as per ACROSS Procurement Manual.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Performing risk assessments on potential contracts and agreements.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.
- Preparing various reports as required.





- Supervising procurement staff.
- Any other task as assigned by the supervisor.

MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

a. Education:

- Bachelor's degree in Logistics and Procurement, Business administration, Engineering, Supply Chain Management or in a related field.
- Master in Procurement and Logistics will be an added advantage.

b. Work Experience

- Minimum of two years' work experience in procurement, logistics or supply chain management.

PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- A committed Christian of good character and values.
- Excellent analytical skills.
- Good interpersonal, communication and negotiation skills
- Good organizational skills
- Willingness and ability to adapt to changing work requirements and priorities that may require overtime or extended hours.
- Computer, Microsoft Office.
- Inventory Management Package.

Desirable Qualifications and Skills

1. Knowledge of policies and procedures of Counselling.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.
3. Commitment to help persons of concern and willingness to cooperate with counterparts.
4. Strong interpersonal and communication skills in a multi-cultural setting.

If you believe you meet the above qualifications, please send us soft copies of your Curriculum Vitae (CV), copies of relevant Academic documents, Nationality Certificate, Cover Letter and a written Personal Christian Testimony by email to recruitment@across-ssd.org in one file document or deliver hardcopy to ACROSS Main Officer - Juba.

And, with the urgency to fill this position, applications submitted will be reviewed on a first come first serve basis if deemed good enough.

Important to Note: ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and

discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- **Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.**
- Only shortlisted candidates will be contacted.
- **This Vacancy is open to qualified South Sudanese nationals only.**
- Applications once received are NOT Returnable.
- **Application letter, updated CV & Copies of only relevant academic documents should come in as one document).**



END

ACROSS
P.O.BOX 132
JUBA - SOUTH SUDAN