



**MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS**

Approved



Médecins sans Frontières - France
Republic of South Sudan, Juba

Hai Cinema 2nd class residential area,
Plot 73, Block AXII
Web: www.msf.org
e-Mail: msff-juba-recruitment@paris.msf.org

Juba, 29th April 2026

MSF-FRANCE JOB ADVERTISEMENT

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Juba Coordination.

To promote diversity and inclusion, we encourage female candidates to apply for this position. Our organization is committed to gender balance and equal opportunities.

POSITION: PURCHASING OFFICER- JUBA/AKOBO

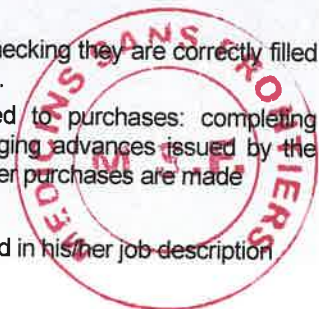
Purpose of position

Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to MSF protocols and standards in order to ensure an optimal running of the mission/ project.

MAIN ROLES AND RESPONSIBILITIES

Accountabilities

- Performing on a day to day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to **MSF** standards and protocols. Including the following activities:
 - Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for **MSF** goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available.
 - At the request of the line manager, obtaining different quotations from suppliers according to the **MSF** Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed
 - Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval.
 - Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made
 - Assisting in reception control process with the storekeeper.
- Performing delegated tasks according to his / her activity and as specified in his/her job description



MSF Section/Context Specific Accountabilities

- Preparation of purchase documentation (POS and CBAs).
- Archiving the purchase documents according to MSF procedures.
- Sharing the price with the field upon request from the project or by supervisor.
- Use contracts prices for all contracted items.
- Collection of quotation for non contracted items from validated suppliers ensuringg the best value for money.

REQUIREMENTS

Requirements

Education	Essential, secondary education; commerce, procurement and supply chain management related studies desirable
Experience	At least 2 years' experience in procurement and supply chain related jobs Experience in procurement area in the humanitarian sector is desirable Experience in MSF is an asset
Languages	English and Arabic essential
Competencies	<ul style="list-style-type: none">• Results and Quality Orientation L1• Teamwork and Cooperation L1• Behavioural Flexibility L1• Commitment to MSF Principles L1• Service Orientation L1• Stress Management L2

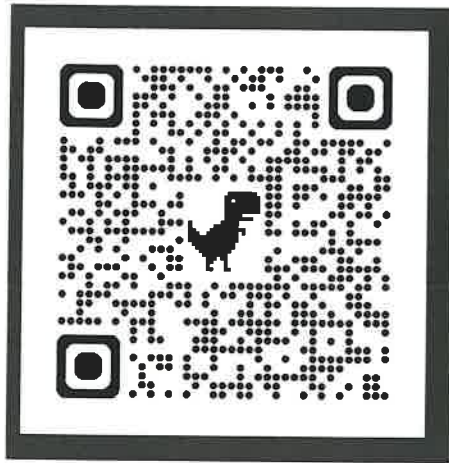


HOW TO APPLY

Applications to be submitted with recent resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese Nationality ID and contact details (phone/email) **by email** as a single document to msff-juba-recruitment@paris.msf.org and **by completing the application form** using the **QR Code** or **link** below:

<https://forms.gle/yrUwA53J5sawAsqS7>





Please clearly state the name of the position you are applying for in the subject line of the email

Please note:

- MSF does not accept any form of money, gift, or favour as part of its recruitment processes – if you are requested for any form of favour, please contact the HR Department on the email address above
- MSF will verify all applicant documents as part of the MSF recruitment process, and any proven fake documentation submitted will mean the applicant is removed from the recruitment process.
- The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. MSF does not sell your personal data under any circumstances. If you have any questions, requests or concerns, you can contact us on the email address above.

The closing date is 12th May 2026

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written test and interviews. Respective schedules for the shortlisted candidates will be posted on the gate outside the office.

