



Vacancy Announcement

Position: Procurement & Logistics Manager
Duty Station: Juba, with regular visits to the field
Supervisor: Executive Director
Date Posted 26 Sept 2023

[Handwritten signature]
26-09-2023

About Us:

African Relief and Development Foundation popularly known as ARDF is a non-profit, non-governmental organization registered and recognized by the Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. It was established in 2013 with an aim to provide development and humanitarian services to extreme communities affected by poverty and crises including hard-to-reach areas and enhance the transformation of their lives, ensuring total health for all.

ARDF was initiated, because of the increasing demand for national humanitarian agencies, which can reach the destitute communities affected by the crisis. During the 2013 crisis, most international NGO activities slowed down because their experts and managers left the country as the insecurity escalated. The continuous humanitarian reports on the need for humanitarian agencies' interventions to support the conflict-affected population in South Sudan gave us the enthusiasm to initiate the organization.

Purpose of the Position:

The procurement and Logistics Manager will be responsible and accountable for the delivery of all procurement and logistics-related activities in accordance with the organization's Supply chain management policies and procedures. He/She will lead the operational country assessments including supply chain management purchasing, facilities, and fleet management. Serves as the procurement specialist and will be responsible for developing and standardizing operations processes and systems in accordance with the country office guidance and directives.

Collaborates with colleagues across departments to identify system needs, process bottlenecks and develop unique solutions to enable more timely, efficient, and accountable operations. Support Logistics planning across country programs and developing instructional materials, facilitating training and mentoring staff.

Duties and Key Responsibilities

- 1) Procurement Management



- Liaise with program staff to ensure any requirement for procurement support is identified, approved, and procured in a timely, well-documented, and cost-efficient manner. Implement annual planning processes to streamline repetitive procurement of goods to increase competitive tendering and internal processes.
- Liaise with the program staff to get the required specifications for the equipment and advise the concerned teams
- Establish and update supplier database as necessary and arrange for preferred supplier agreements for types of supplies as well as services that will be demanded on a regular basis
- Source new vendor for better quality inventory and negotiate for better prices and prepare the procurement support document
- Manage and ensure timely purchase and delivery of equipment and consumables keeping the policies and procedures of the country office procurement guide.
- Use excellent customer service skills, establish and maintain effective working relationships with vendors
- To participate in the tender processes to manage the tender lists, manage the dispatch of tender documentation and quotation in accordance with the governing laws, and coordinate responses to tender enquires as appropriate.
- Manage performance and contracts of long-term and short-term suppliers
- Ensure accurate and timely payment of invoices and necessary for the organization with the suppliers
- Ensure quality standards are met through the administration of purchasing complaints.
- Develop a price list for commonly purchased items to be delivered to the field sites.
- Responsible for facilitating a tender committee meeting.

2) Logistics support

- Responsible for all logistics, procurement and distribution of supplies for the needs of the program and operations of the organization.
- Prepare and submit periodic procurement, inventory status, Consumption and other related reports of the department
- Establish and maintain sound and easily retrievable records and files (Hard copies and electronically, as necessary) for all forms and processes of procurement, logistics, and distribution transactions.
- Establish and maintain assets and inventory register, including equipment allocation and maintenance, and disposal of assets in accordance with organization policies.

3) Fleet Management

- Ensure Transport needs are met on time and efficiently managed with sound transport need scheduling so that operational and programmatic activities run smoothly.
- Ensure effective utilization of available vehicles and any other transport resources and monitor associated running costs always maintained at a reasonable range
- Ensure vehicle insurance policies are renewed, new accidents are reported, and claims are processed on time and efficiently.

4) Planning and Compliance

- Participate in budget preparation and monitoring of budgetary allocation of procurement items to ensure compliance
- Proactively, identify and manage risk in own area ensuring compliance with all relevant legislation, policies, and procedures including timely completion of compliance training where required
- Undertake training as required and agreed with the line manager



- Strengthen the capacity of staff in relation to procurement and storage distribution

5) Leadership and Management

- Role model to a high standard organization's policies and procedures, value and leadership standard
- Proactively, contribute to the development of the divisional strategy
- Ensure all direct reports have clear performance goals and development plans that enable them to succeed.
- Ensure the effective management of resources (Finance, human resources, and operational) to achieve the organization's strategic objectives.
- Play advisory role on all procurement and logistics management aspects to all offices
- Effectively, select, train, and develop talented experienced, and skilled staff
- Proactively, lead a team, to ensure a high standard of employee engagement.

6) Capacity Development

- Organize procurement training for both program and operations staff on a regular basis.
- Train staff on procurement and logistics procedures and policies to ensure compliance with government regulations and documentation requirements pertaining to exports.
- Develop and maintain an effective orientation package and ensure that new staff members are appropriately oriented on procurement policies and procedures in a timely manner
- Ensure that the procurement department maintains cooperative relations with other departments and interacts with them in a positive manner.

ARDF Mandatory Policies

- **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outlined in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance, stewardship, Empowerment, and teamwork. In accordance with these value, ARDF operates and enforce policies on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is integral to the organizational values and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses, and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership positions. We offer benefits that an enabling environment for women to participate in our workforce including flexible hours (when possible), Maternity leave, transportation support, and gender-sensitive security protocols.
- **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF considers all applicants based on merit without regard to race, color, national region, religion, sexual orientation, age, Marital status, Disability, or any other characteristic protected by applicable laws.

Requirement and Experience

a) Education:

- Bachelor's Degree in administration, logistics, or similar field



- Master's degree in supply chain management is a high advantage

b) Experience:

- Minimum of 5 years professional working experience in Procurement and Logistics management in an international or national organization
- Proven record of experience in the management of strategic procurement and logistics at the management level
- Experience in the management of budgets and the ability to prepare timely, complete, and accurate reports.
- Excellent knowledge of the local regulatory environment including knowledge of customs clearance and importing processes
- Experience in the humanitarian sector and general supply chain management
- Previous experience in the management of capacity development

c) Language Requirements:

- Ability to communicate effectively in English, both in written and in oral form.
- Knowledge of Arabic is highly desirable.



How to Apply

a. Application address

- Interested candidate are requested to submit their application and updated CV of not more than 5 pages, Copies of their National ID, and Educational certificates through the Email address; ardfsouthsudan@gmail.com

b. Eligibility;

- The position is Open to only South Sudanese with the required qualifications
- Female candidates with required qualifications are highly encouraged to apply.

c. Shortlisting and interview

- Due to the urgency of the position, applications will be reviewed on a regular basis.
- Successful candidates will only be conducted for interviews

d. Deadline for submission

- The deadline for submission will be **17th Oct 2023**
- Only applications submitted before the deadline will be considered for review

Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

