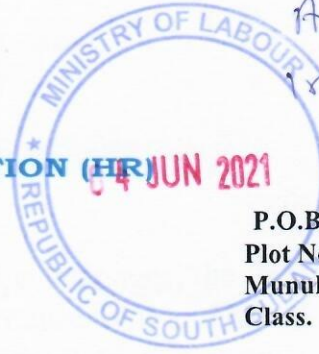




Telephone:  
+21192588554  
+211915547917

HOPE RESTORATION (HRSS)



50.14.3  
Approved by  
Inspector  
4/6/2021  
P.O.Box Private Bag  
Plot No 349  
Munuki Block C.V.Hai 3rd  
Class.

## Job Advertisement

### Background

Hope Restoration South Sudan is a national NGO Implementing development programmes: Gender Based Violence ,General Protection ,WASH/ NFIs,Women Empowerment ,Food Security & Livelihoods, CCCM. Hope Restoration Operates in Unity State ,Central Equatoria, Jonglei State and Upper Nile State in South Sudan.Our Humanitarian response supports vulnerable people in hard to reach areas , targeting women&Girls , vulnerable person, person living with disabilities ,Refugees , IDPs working to provide life saving intervention to communities .

### Vision statement

"A society where there is respect, justice and people enjoy dignified lives"

### Mission statement

"Hope restoration exist to secure livelihoods and security of communities and to realize equity and equality of individuals and communities in South Sudan while empowering women and girls through community driven programs.

HRSS is seeking to recruit

|                                     |  |
|-------------------------------------|--|
| <b>Job Title:</b>                   | <b>Procurement &amp;Logistic Officer</b> |
| <b>Location:</b>                    | <b>Juba</b>                              |
| <b>Starting Date of Application</b> | <b>4/ 06 /2021</b>                       |
| <b>Deadline for Application</b>     | <b>23/06/ 2021</b>                       |







### **Job role;**

Reporting to the Senior Finance and Administration Manager, the Procurement & Logistics Officer's role is to provide logistical, procurement and hands on support related to formulation, planning, budgeting, implementation, monitoring, compliance, reporting and closeout activities for program and office operations.

### **Responsibilities**

- Responsible for processing procurement requests in accordance with the HRSS procurement policy.
- Provide comprehensive guidance on and ensure full implementation of HRSS's logistics, procurement and administrative policies and procedures, and related donor compliance requirements
- Responsible for follow up timely delivery of supplies to the field sites in line with project implementation.
- Responsible for establishing detailed requirements for office supplies, equipment and other goods required for workshops and meetings.
- Ensure that requisite quotations are obtained from the list of approved suppliers and ensure that such purchases are adequately supported by Local Purchase Orders (LPOs), Invoices and Delivery notes.
- Ensure procurement and administration documents are scanned and filed accordingly.
- Developing, updating and overseeing the application of appropriate quality control in procurement.
- Ensure compliance with regulations, policies and practices in the implementation of procurement activities.
- Prudently ensure that HRSS gets value for money for all the good and services without any quality compromise.
- Ensure that HRSS conducts business with compliant suppliers of goods and services by conducting due diligence on them.
- Take lead in the preparation and initiation of annual procurement plans.
- Take lead in developing a pre-qualified suppliers list.
- Prepare payment requests for all purchases of goods and services, review and ensure all supporting documents including contracts are attached.
- Preparing and processing tender documentation and applications.
- Ensure implementation of tender and procurement committee decision.
- Ensure disposal of obsolete equipment, tools and according to HRSS's guidelines





### **Behavioral Attributes**

- Possess strong negotiation skills with the ability to network and develop strong business relationships.
- Ability to work under Pressure.
- Excellent communication and customer service skills.
- Strong attention to detail and maintaining a timely and efficient workflow.
- Ability to multi-task and to prioritize work amidst competing demand
- Believe in HRSS and what we can do together to achieve goals of the Organization

- **Requirement;**

- Must be a south Sudanese national.
- Degree or Diploma in logistic and procurement
- Minimum of 2 to 3 years' experience in similar position
- Knowledge of Microsoft Word/Excel/PowerPoint required, knowledge of accounting software will be an added advantage.
- Knowledge of local language will be an asset

### **How to apply:**

1. For more information about Hope Restoration and its work, please go to HRSS website: [www.hoperestorationsouthsudan.org](http://www.hoperestorationsouthsudan.org).
2. Applications will be processed on a "rolling" basis.
3. This is an urgent post – priority will be given to applicants who can deploy immediately.
4. Send CV and letter of motivation to [careers@hoperestorationsouthsudan.org](mailto:careers@hoperestorationsouthsudan.org)

Hope Restoration is an equal employer for all , Women candidates are particularly encouraged to apply for this position.

