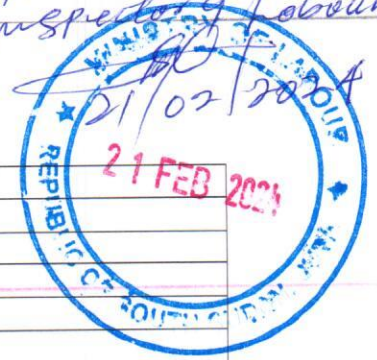




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Approved by  
S/inspector of labour



<b>Job Title:</b>	<b>Procurement Officer</b>
<b>Location:</b>	<b>Abyei/Agok</b>
<b>Recruitment Type</b>	<b>Local/Relocatable</b>
<b>Reports to:</b>	<b>Area Coordinator &amp; Procurement Manager</b>
<b>Posting Date</b>	<b>21<sup>st</sup> Feb 2024</b>
<b>Closing Date</b>	<b>12 March 2024</b>

### General Description of the Programme & GOAL

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

### Job Purpose

The Procurement Officer is responsible for all procurement either for local purchases or through liaison with the Procurement Manager based in Juba for regional and international purchases in accordance with GOAL and donor policies and procedures. The Procurement Officer will be the main person who processes payments with Finance for programmes activities/purchases. The Procurement Officer will report to the Area Coordinator and the Procurement Manager.

### Duties and responsibilities

#### Duties & Responsibilities

##### Procurement

- Planning, ordering, and purchasing items for operations and programmes in close relation with programme departments, the Area Coordinator, Procurement Manager and through the procurement department in Juba when required.
- Ensuring that procurement is carried out in line with GOAL standards/procedures and in a timely fashion.
- Sourcing, receiving and translating of all quotations, invoices and receipts.
- Advise requestors on specifications, criteria, and GOAL procurement procedures as needed,
- Arrange procurement committee meetings ensuring participants are invited with due notice, required documentation is prepared and shared, minutes are recorded and approved.
- Developing Bid Analysis as required per Procurement Procedures and Chart.
- Ensuring all procurement submissions to finance are correctly authorized with signatures as per Procurement Chart and Authorisation chart, including correct paperwork, forms, etc.
- Contract all allocated procurements within the target lead times. Notify the Area Coordinator and Procurement Manager in advance of any foreseen delays and ensure GOAL terms and condition of purchase goods/works are incorporated in all contracts/POs.
- Following up on all outstanding procurement file paperwork as requested by the finance department seeking support from the Area Coordinator and Procurement Manager if documentation cannot be provided by the relevant staff.
- Ensuring staff are aware of the relevant procurement procedures to be adhered to.
- Finding and organizing other support activities like truck transport.
- Sometimes it is required to travel to far places to purchase items or source for quotations.
- Maintaining a weekly updated procurement tracking sheet and circulating this to all Abyei programme/departmental heads via email.



- Maintaining a monthly pricelist and circulating this to all Abyei programme heads via email.
- Ensuring that GOAL Procurement Manual is adhered to at all times as part of best practices.
- Maintain full soft and hard copy procurement files as per GOAL procedures on procurement document archiving process.
- Inform the warehouse of orders placed and provide soft copies of documents to support the reception.
- Upon confirmation of receipt of goods by the warehouse prepare payment paperwork and ensure approved invoices are submitted to finance for payment within 15 days of receipt.
- Support the warehouse team to ensure the right supplies ordered are received.
- Record contracts on the contract management database and update any payments made.
- Keep the Abyei office order tracking sheet (OTS) up to date ensuring access to live and accurate information. All procurements must be updated on the OTS.
- Utilise existing contracts and framework agreements to ensure efficient procurement.

#### Supplier engagement

- Liaise with suppliers in a professional manner on behalf of GOAL. Make sure that all suppliers are dealt with fairly and equally. Do not use your position for personal gain and immediately declare any conflict of interest in accordance with GOAL procedures.
- Ensure that the Anti-Terror and Sanctions Checks (ATSC) file is complete and kept up to date, and ATSCs for suppliers are renewed as per GOAL policy; all suppliers engaged on GOAL work shall undergo screening before award.
- Support regular local market surveys and ensure the Vendor Roster and other supplier information is kept up-to-date and referenced during the procurement process,
- Monitor supplier performance and report to the manager.
- Update Supplier data base according to GOAL procedure.
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#### Personal management and development

- Manage own workload ensuring timely delivery of multiple concurrent activities
- Stay up to date with GOAL policies and procedures including undertaking regular training.

#### Other responsibilities:

- Support procurement planning for new programmes as requested.
- Travel to other field offices or Juba to support field level procurement processes as may be directed by the Area Coordinator and Procurement Manager.
- Prepare monthly/quarterly Procurement report and submit to the manager as required.
- Organizing payment for casual workers when needed.
- When required, other logistics tasks may be asked of you when resources are stretched (e.g., assistance with stock checks, managing vehicles, managing staff). The logistics department works as a team with each member helping out when needed. This has the advantages of capacity building and it helps operations function better.
- Carrying out other duties as assigned by the Area Coordinator and Procurement Manager.
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#### Behaviours

The Procurement Officer is expected to act as a representative of GOAL and demonstrate the highest standards of ethical behaviours and fulfilment of GOAL values. The Procurement Officer must be able to successfully multitask, work to changing priorities, maintain high attention to detail and ensure full completion and closure of tasks.

#### Requirements (Person Specification)

##### Essential

- Qualification in Purchasing & Supplies Management, procurement and logistics, Business administration majoring in Procurement & logistics.
- Over two years' experience in a similar role.





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- Ability to handle typical planning, analysis, and reporting.
- Computer literate with strong skills in Microsoft Excel and Word.
- Sound numerical skills.
- Good interpersonal and communications skills.
- Familiarity with the use of cloud documented management.
- Good written and verbal communication in English.
- Previous experience working in Logistics and Procurement.
- South Sudanese nationality with previous working experience in South Sudan
- Good inter-personnel skills
- Fluent in spoken and written English
- IT literate
- Report/proposal writing skills.
- Very enthusiastic and keen to work hard to achieve the objectives of the programme.

#### Desirable

- Experience of providing training on organisational procedures.
- Familiar with data protection standards and practices.
- Able to work in Arabic.

#### Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

#### Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

#### Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) . **Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba with the Job title Roving MEAL Officer-Juba
3. Note, this is a national recruitment for South Sudanese citizens only.

