

Purchasing Associate I

Job Code: BSPT30036

Compensation Band: Band II

Location: Juba, South Sudan

Reports to: Senior Purchasing Officer



About STRIDES:

The Strengthening Infectious Disease Detection Systems (STRIDES) activity is a critical addition to the United States Government's global health security response. The STRIDES multidisciplinary team of experts quickly mobilizes to help partner country governments halt outbreaks before they spread. STRIDES also strengthens disease surveillance, laboratory networks, and reporting systems so countries can effectively prevent, detect and respond to emerging infectious diseases with the potential for outbreak.

Job Summary

FHI 360 is a nonprofit organization that mobilizes research, resources and relationships so that people everywhere can access the opportunities they need to lead full, healthy lives. Our staff of more than 2,200 experts work in over 50 countries around the world.

The Purchasing Associate I supports activities related to the procurement of materials, parts and equipment for the Strengthening Infectious Disease Detection Systems (STRIDES) activity in South Sudan. Submits and processes purchase orders as authorized following FHI 360 and US Government policies and procedures for the operation of procurement activities. Assists with monitoring departmental costs, schedules and performance to ensure approval and payment of transactions completion. Coordinates purchasing activities with other departments to maintain inventories at planned levels in support of successful project delivery.

Accountabilities:

- Prepares, maintains, and reviews purchasing files, reports and price lists for the department.
- Assists with developing bid specifications and supports competitive bidding processes and documentation.
- Reviews requisition orders to verify accuracy, terminology and specifications.
- Contacts suppliers to schedule or expedite deliveries, resolve shortages, missed or late deliveries to ensure contract terms and program needs are met.
- Approves bills for payment and calculates costs of orders and forwards invoices to appropriate accounts.
- Maintains policies and procedures of organizational and US Government regulations affecting purchases and shares information with management, staff members and vendors.
- Supports proper documentation of procurement activities in adherence with US Government export compliance as well as South Sudan importation and customs regulations and relevant protocols.
- Checks shipments to ensure orders are filled correctly and goods meet specifications.
- Compares prices, specifications, and delivery dates to determine the best bid among suppliers.

- Performs other duties as assigned.

Applied Knowledge & Skills:

- Knowledge of procurement standards and practices.
- Knowledge of company policies and procedures regarding procurement services.
- Familiarity with US Government policies and regulations governing acquisition awards preferred.
- Excellent oral and written communication skills.
- Proficient use of Microsoft Office and computer software skills.
- Good problem solving skills, well organized and detailed oriented.
- Ability to analyze and interpret data, identify errors and prepare reports.
- Ability to work well with others and independently.

Problem Solving & Impact:

- Works on problems that are moderate in scope and require judgment in resolving or making recommendations.
- Exercises judgment within defined policies and procedures to obtain solutions and perform duties.
- Decisions made generally affect own job or specific functional area.

Supervision Given/Received:

- Has no supervisory responsibility.
- Receives instructions on new assignments.
- Typically reports to a Senior Procurement Manager.

Education: **

- High School /GED Diploma or international equivalent.

Experience: **

- Typically requires 1-3 years of procurement and administrative support experience.
- Articulate, professional and able to communicate in a clear, positive manner with clients and staff.
- Must be able to read, write and speak fluent English.
- Has sensitivity to cultural diversity and understanding of the political, contextual, and ethical issues in South Sudan.
- Prior experience in a non-governmental organization (NGO) preferred.

Typical Physical Demands:

- Typical office environment.
- Ability to spend long hours looking at computer screen and doing repetitive work on a keyboard.
- Ability to sit and stand for extended periods of time.



- Ability to lift/move up to 5 lbs.

Technology to be Used:

- Personal Computer/Laptop, Microsoft applications (i.e., Office 365, SharePoint, Skype/Zoom/Teams), cell phone/mobile technology, and standard office equipment.

Travel Requirements:

- Less than 10%

How to Apply:

FHI 360 has a competitive compensation package. Interested candidates may apply by visiting www.fhi360.org/careers and uploading their Curriculum Vitae (CV)/Resume, Copies of Certificates and Names and Addresses of three (3) referees.

FHI 360 is an Equal Opportunity Employer. Closing Date: 15 September 2026. Only shortlisted candidates will be contacted.

