



## SCIENCE TEACHERS' INITIATIVE

*Job vacancy*

**Position:** *Logistic and Procurement Officer*

**Location:** *WAU, South Sudan*

**Duration:** *12 Months*

**Reports to:** *Logistics and Procurement Manager.*

**Application Deadline:** *June 10<sup>th</sup> 2024*

*Science Teachers' Initiative (STI) is a relief and development not for profit non-governmental organization with a goal to improve the quality of education in African and promote the use of scientific knowledge, innovation, and research in solving socio-economic challenges.*

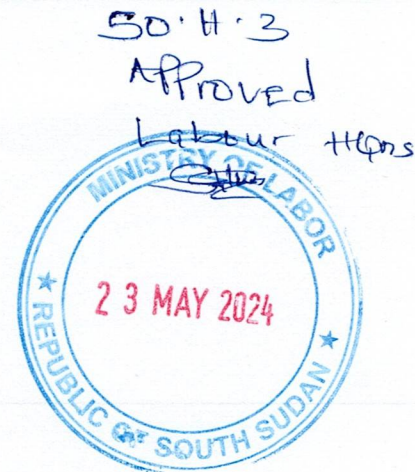
*STI works closely in partnership with the Ministry of General Education and Instruction (MOGEI), the National Curriculum Development Centre (NCDC), SMOGEI, the community at all levels, and religious leaders to ensure provision of inclusive quality education through inclusive community participation and engagement. We work with local and religious leaders to develop transformative solution which are both sustainable at the hands of the communities themselves.*

### **PURPOSE OF THE JOB**

*The Logistics and Procurement Officer is responsible for the logistics/procurement activities which includes, asset management, pre-qualification of vendors and documentation and ensures the organization works with competent and reliable Vendors. To do this, he collaborates with other Procurement Communities to evaluate all potential Vendors before entering into vendors Contract,*

**ESSENTIAL TASKS AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

- 1. Prepare Request for Quotation and Comparative Bid Analysis, Purchase Orders and Supplier Contracts, Waivers as well as Goods Receive Notes, Service Competition Note for each procurement transaction.*
- 2. Support all field officers to enforce control procedures and assure adequate documentation and approvals for all procurement.*
- 3. Support field Offices in procurement of goods and Services in compliance with Science Teachers Initiative (STI) and other donor procurement regulation.*
- 4. Coordinate and support requestors to prepare complete and comprehensive purchase Requisition Forms.*
- 5. Assist with the maintenance of the Procurement plan and the procurement tracking tool to facilities timely communication of procurement/purchase needs, status updates on progress of all orders, and effective and efficient service delivery.*
- 6. Ensure effective and cost-conscious undertaking of market pricing research and continuous search for competent, reputable, and reliable suppliers of goods and services.*



7. *Support Vendors mapping./Visit Suppliers (Company site, stores, and or Production facilities) to collect information and support the due diligence process.*
8. *Conduct inspection and physical verification of all field assets, review to ensure databases are up to date on the quantity, quality, serviceability, and location of relevant equipment/items.*
9. *Ensure that a register for assets, non-expendable property and equipment is update and master sheet is compiled in liaison with with the logistics and procurement Manager.*
10. *Update the Vehicle files that includes vehicle expenses report.*
11. *Vehicle File documents should be filed as per the registration number.*
12. *Renew STI Vehicle and Motorbike license registration and insurance renewals. Ensure completion of process prior to the expiry of the current license and insurance cover.*
13. *Prepare and submit the vehicle services request per vehicle an ensure that the service is done on the stipulated an scheduled timeframes and/or mileage limit.*
14. *Arrange for vehicle maintenance and repair for Juba based STI.Vehicle and ensure to submit the vehicle inspection Report on regular bases and report any unreported defects.*
15. *Support in field vendor prequalification and reduce the report in liaison with the Procurement committee.*
16. *Assist in the achieving process and audit readiness.*
17. *Scan and upload documents on Share point.*

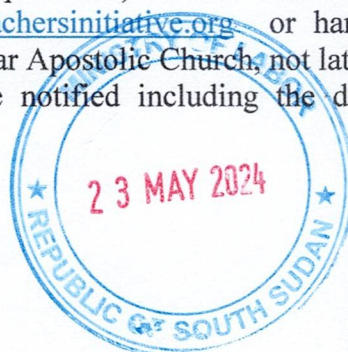
### **KEY Qualification and Competencies**

- *Minimum qualification expected bachelor's degree in logistics and/or Business Administration and /or any equivalent and related qualification.*
- *At least 5 years' experience working in logistics Management.*
- *Should have knowledge of South Sudan government regulations and requirements.*
- *Should have working knowledge of programme activities and programme management.*
- *Good relationship maintenance and with good inter- personnel skills.*
- *Excellent Planning and Organizational Skills are Essential.*
- *Must have good judgmental skills and ability to report accurately.*
- *A Proactive person is required with analytical skills and problem-solving approach.*
- *Fluent in spoken and written English (Arabic is an advantage)*

### **Further information and How to apply:**

Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents and any other relevant documents, three professional references (two of which must be current or former direct supervisors) with details of their daytime telephone contacts and email addresses to [recruitment@scienceteachersinitiative.org](mailto:recruitment@scienceteachersinitiative.org) or hand delivery to STI office located OFF Suk Milichia Along Midan Munuki – Near Apostolic Church, not later 10<sup>th</sup> June 2024.

Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable.



**Note:**

- This position is **ONLY** open to South Sudanese professionals.
- STI is an equal opportunity employer, promoting gender, equity and diversity and Female candidates are strongly encouraged to apply.
- Only candidates who pass the first stage of the interview process can proceed to the next stage.
- No phone calls.
- All applications submitted cannot be returned

**Deadline: 10<sup>TH</sup> June 2024 at 4:30PM South Sudan Time.**

