



50-H-3 by Senior Inspector  
MINISTRY OF LABOUR  
LIRSSJI  
11 JAN 2024  
REPUBLIC OF SOUTH SUDAN

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Job Title:</b>   | <b>Procurement Officer</b>          |
| <b>Location:</b>    | <b>Juba</b>                         |
| <b>Reports to:</b>  | <b>Procurement Manager</b>          |
| <b>Posting Date</b> | <b>11<sup>th</sup> January 2024</b> |
| <b>Closing Date</b> | <b>31 January 2024</b>              |

**General Programme Description**

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 the procurement of supplies, works and services in accordance with GOAL and donor policies and procedures.

**Main Responsibilities**

Procurement:

- Manage allocated procurement requests in accordance with GOAL procedures and donor requirements.
- Advise requestors on specifications, criteria, and GOAL procurement procedures as needed,
- Arrange procurement and tender committee meetings ensuring participants are invited with due notice, required documentation is prepared and shared, minutes are recorded and approved.
- Understand GOAL terms and conditions and draft contracts based on GOAL templates.
- Contract all allocated procurements within the target lead times. Notify manager in advance of any foreseen delays and ensure GOAL terms and condition of purchase goods/works are incorporated in all contracts/POs.
- 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 Juba order tracking sheet up to date ensuring access to live and accurate information.
- 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,
- 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.







### 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 field offices to support field level procurement processes.
- Prepare monthly/quarterly Procurement report and submit to the manager.

### Requirements (Person Specification)

- Bachelor's degree or Diploma in Procurement & Logistics management, Business administration with speciality in **Procurement**, Procurement & Supply chain Management or relevant professional qualifications from accredited institutions.
- Minimum of three years 3 years of experience in similar role
- Ability to undertake proactive planning, analysis, and reporting.
- Computer literate with strong skills in Microsoft Excel, Word & PowerPoint.
- Good interpersonal and communications skills.
- Previous trainings in the field of procurements are an added advantage.
- Familiarity with the use of cloud documented management.
- Good communications skills in English both verbal and written.
- Very good, demonstrated coordination skills.
- Skills in carrying out price assessments in the market is required for this job.

### Desirable

- Experience of providing training in the field of procurement to subordinates.
- Familiar with data protection standards and practices.
- Ability to translate some documents like receipts in written in Arabic to English
- Strong skills in team building and collaborations.

### Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender. **All interested and qualified females are strongly encouraged to apply.**

### 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.

### General Terms and Conditions





This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document.

**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 Procurement Officer-Juba 2024
3. Note, this is a national recruitment for South Sudanese citizens only.

Do not submit original documents - GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.

**Only shortlisted Candidates will be contacted**

GOAL A handwritten signature in blue ink, appearing to read "Peter Peter", is written over the GOAL logo.

