

South Sudan

PROCUREMENT & LOGISTICS INTERNSHIP

Job Title: Procurement & Logistics Intern

Reports to: The Operations Manager.

Location: Juba, South Sudan

Timeframe: Duration 3 months



IsraAID

IsraAID is a non-profit, non-governmental organization working in 19 countries worldwide to provide assistance to populations affected by the conflicts, natural disasters, massive displacements and acute poverty.

IsraAID started its activities in South Sudan after the country gained independence in July 2011. Since then, IsraAID has been accompanying its national partners in their efforts to build effective mechanisms to address some of the most urgent social and protection challenges facing the population of South Sudan, especially gender-based violence, child protection, and post-trauma assistance.

IsraAID, in collaboration with its national partners, is conducting protection, public health and education programs in Mundri, Maridi, Juba, Lainya, Yei, Morobo, Kajo Keji Counties in South Sudan.

IsraAID's program objectives in South Sudan are:

1. Building the capacity of, and empowering, national partners and service providers working with communities affected by conflict and displacement;
2. Accompanying the national partners in their efforts to develop and implement sustainable programs and services that address the protection, education and health needs of the communities affected by conflict and displacement.

IsraAID is looking for an energetic young person who has completed her/his first university degree in procurement and logistics and is willing to have an internship with us as soon as possible. This is a Juba based internship with possibility of travelling to our project implementation counties mentioned above. IsraAID has created internship opportunities to contribute to the capacity building of University and students in South Sudan. The Logistics & Procurement Internship will provide an opportunity to gain hands on experience by supporting IsraAID programs.

Duties and Responsibilities Include:

- Maintain vendors' / suppliers' database
- Assist with negotiation with supplier and vendor selection
- Assist in procurement (for programs and operations)
- Maintaining updated supplier pricing list, and updated market prices



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- Assist in analyzing vehicle logbooks and scheduling trips for the drivers.
- Assist in filing both hard and soft copies and maintaining a consistent filing system.
- Follow up on payments for vendors / suppliers with the finance team.
- Search for opportunities to improve the vendors purchasing processes and make suggestions to implement the improvements.
- Establish and maintain effective communication and working relationships with co-workers, management team and other partners in related field.
- Work in a professional manner under IsraAID Operations Manager to obtain necessary information in support of procurement and logistics implementation.

Requirements

The ideal candidate must have the following qualifications and competencies.

1. A multitasker, that can work independently in fast paced environment
2. Someone who is eager to learn, with a positive attitude
3. Currently completed or enrolled in University, studying a related field (such as business administration, Logistics & Procurement Management) interested in hands on experience.
4. Knowledge and understanding of the INGOs or UN system and procedures is preferred;
5. Commitment to abide by IsraAID codes of conducts.
6. Available to work 8 hours full-time for at least 3 days per week (that is about 20-24 hours a week) during internship periods.
7. Ability to work with people from various backgrounds and cultures context.

Language

The candidate must be fluent in English (as been the official language both written and spoken) as well as local Arabic.

Computer literacy: the candidate must be computer literate with the knowledge of Microsoft Word, Excel, PowerPoint, and internet.

Please submit your CV, cover letter and related documents via this e-mail address gmanyok@israaid.org

Deadline for expression of interest is on 20th July 2021 before close of the business at 4:30 PM South Sudan local time.

Qualified women are strongly encouraged to apply.