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CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

Position:	Procurement Assistant
Department:	Procurement
Location:	Head Office, Juba
Reports to:	Procurement Officer
Provides supervision to:	Procurement Clerk
Effective Date:	N/A
Grade Level:	5
Financial Authority / budget: (amount controlled/impacted by the position)	N/A

Purpose of the position:

The Procurement Assistant overall responsibility is to assist in insuring the execution of transparent and efficient procurement procedures while keeping in mind legal considerations and donor requirements.

The Procurement Assistant will generally assist the Procurement Officer in all local and international procurement orders affected through the South Sudan Office

Procurement Assistant will also assist in maintaining a fully accountable procurement tracking system on PeopleSoft and as needed, sending of RFQ's, monitor receipt of goods or services and payment document preparation/approval.

Major Responsibilities:

Job Responsibility # 1: Procurement of Goods and Services

- Assist in ensuring that procurement daily activities are conducted in a fair, transparent and accountable manner and in compliance with the CARE USA Procurement manual and other reference documents as a guide.
- Daily coordination of CARE South Sudan procurement activities.



- Assists staff as needed on creating clear and understandable purchase requests and other documentation.
- Assist in soliciting and gathering quotes, as per CARE policy, conduct analysis and compares quotes as needed.
- Procurement Assistant contributes to guarantee the confidentiality of all specifications and price quotations made by vendors/suppliers and that all related documents are to be kept secure and strictly confidential as well as to assure that adequate measures are being taken to assure that confidentiality is maintained.
- Assist in monitoring the receipt of bids and ensure that deadlines are adhered to demonstrate the outmost fairness in the process.
- Coordinate with the related departments and requesters to ensure that Good Received Note information properly match contract, invoice and receipt information.
- Assist the Procurement Officer / Procurement Manager to prepare all tender documents and ensure the timely and proper publication of these adverts in the official authorized channels and forward copies to respective individuals where appropriate.
- Coordinate with all projects and requestors on issues arising from requests submitted and seek clarifications on specifications and charging details.
- Assist Procurement Manager in coordinating the procurement committee meetings, taking minutes, following up with the suppliers, etc.
- Using PeopleSoft to provide necessary support relating to the procurement activities.

60% of Time

Job Responsibility # 3: Support to Admin Function

- Coordinate efficiently with Admin to ensure that agreements that are co-managed by both procurement and Admin are efficiently carried out within the procurement guidelines, these include; tenancy agreements, Air ticketing, service contracts, accommodations and hosting of workshops and catering services.

10% of Time

Job Responsibility # 4: Vendor Management

- Assist in managing the vendor list by maintaining a professional relationship with listed vendors and service providers to ensure that materials and requirements meet established standards and those applicable policies, practices and procedures are understood and followed.
- Assist Procurement Manager in surveying the market for new potential vendors and assist in the process of evaluation for enlistment into the vendor list.



- Procurement Assistant should ensure that legitimate concerns and rights of vendors and service providers are duly looked into and addressed promptly, this includes; due payments for performed contracts, certificates for tax deductions, complaints and other legitimate issues raised.



10% of Time

Job Responsibility # 5: Communication and Feedback

- Maintain an open and proactive line of communication with projects, and provide requestors with updated status of requests and try to inform and involve them in cases of bottle necks that might cause delay.
- Provide guidance in ensuring that sufficient information is provided for procurement to act upon.
- Efficiently utilize all communication tools available to procurement to keep requestor informed; this includes, procurement tracker, PR checklist and constant response to queries raised from time to time.
- Coordinate efficiently with other logistics units (Admin and Logistics) to ensure the timely delivers of supplies to project operational areas to avoid projects inputs lying in store or ware house after procurement has completed.
- Develop and maintain contacts with vendors, governmental entities and other interested parties.

5% of Time

Job Responsibility # 6: Management of Consultancy

- Oversee all consultancy agreements; ensure that consultancy agreements are entered into within the guidelines provided in the CARE procurement policies and processes.
- Provide necessary support and coordinate efficiently between the supervising manager and the consultant until the contract is fully discharged.
- Develop and maintain an updated record of all consultancies presently opened and new ones, to be able to better manage these agreements; ensure completeness and correctness of necessary documents and facilities payments when they are due.
- Ensure donor specific guidelines are met in relation to consultancies.

5% of Time

Job Responsibility # 7: Anti-Terrorism Compliance



- Ensure that CARE South Sudan comply fully with the anti-terrorism policy and documents all screening result for future reference.

5% of Time

Job Responsibility # 8: Perform other duties as assigned



Public Tender:

- Coordinate public bidding process to ensure efficiency in preparation of tender documents, and that bidding processes are conducted in the most transparent, fair and accountable manner as to give opportunity to all qualified potential bidders to participate.
- Ensure respective donor regulations are followed in preparing bidding documents

Additional Duties Performed as assigned:

- Investigate complaints relating to procurement practices by projects/units and vendors, extensive research, and analysis, suggest recommendations, report findings and prepare report.
- Conduct trainings related to procurement policies for CO.
- Facilitate procurement committee meetings
- Facilitate bid opening process

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- **Minimum Qualification required:** Diploma or Certificate in Supply Chain management; Business Administration or related subject area
- **Experience:** Minimum of 2 years' experience in carrying out procurement activities within an INGO environment
- **Preferred:** Previous procurement experience preferably within international organization
- **Technical Skills & Abilities:**
 - Ability to liaise and work in a team and refer to supervisor for support in the case of ambiguity.
 - Organization and Filing skills
 - Good communication skills both oral and written.
 - People liaising skills
 - Computer skills in Microsoft Office,
 - Language skills: English and South Sudanese Arabic
 - Influencing and negotiating skills
 - Customer Services oriented



Working Environment / Conditions:

- Work environment: In an office environment. Infrequent travel
- Travel: 5% travel to field location



HOW TO APPLY

The position will be based in Bor and Panyagor. This position is ONLY open to South Sudanese Nationals. Opening Date **26th January 2022** and Closing date CARE South Sudan receiving application will be **14th February 2022**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

