



JOB ADVERTISEMENT

Job Title:	Procurement Manager (1 Position)
Location:	Juba
Recruitment Status	Local Recruitment
Reports to:	Systems Director
Posting Date	29 th July 2025
Closing Date	19 th August 2025



General Description of the Programme

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 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, and food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. Currently GOAL works in Twic County in Warrap state, Abyei/Agok in Abyei Administrative Area, Renk & Ulang Counties in Upper Nile state, & Kajo Keji County in Central Equatoria state.

GOAL works to incorporate four pillars in its approach to programming: influencing systems, building resilience, fostering inclusion, and social and behavioural change. GOAL's understanding of inclusion is that of a dynamic process that gives recognition, roles, influence and powers to individuals or groups in a particular system, counteracting the processes that create vulnerability, exclusion and discrimination. GOAL ensures that these processes are understood and used to inform programme design, with the aim of enabling people to participate in and shape their societies. GOAL understands that there are multiple intersecting factors that can affect inclusion, such as gender, age, (dis)ability, ethnicity and many more, and GOAL integrates these considerations within its programming approach to create change for those that are in some way marginalised, neglected, or excluded.

Job Purpose

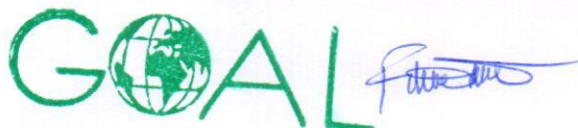
The Purpose of this role is to oversee and be accountable for the Implementation of sound Procurement practice by the GOAL South Sudan team. This Includes coordinating all local, national and international procurement, ensuring that all procurement is conducted in accordance with GOAL Policies and Procedures, relevant donor requirements, government regulations and in the spirit of obtaining best value for money (VFM).

The Procurement Manager is expected to be field focused: ready, willing. And able to support the team in emergency response, capacity building and programme implementation.

Main Responsibilities

Coordination, information sharing and Management

- Providing effective and timely procurement support to all programmes
- Ensuring that all GOAL Procurement tasks are carried out in compliance with the GOAL, donor and government requirements.
- To familiarise self and comply with all the Policies outlined in the GOAL Field Procurement Manual and relevant donor and government requirements.
- Ensure that staff understand and Follow GOAL Procurement management processes and Practices.
- Monitor the progress of all orders, in particular following up orders awaiting approvals to ensure they do not get delayed.
- Communicated to the budget holders and requestors immediately on any anticipated delays clearly outlining the reasons for the delay and steps taken to resolve problems.



- Manage the set up and maintenance of all procurement filing, electronic and hard copy, and ensure that files are complete, correct and include relevant documentation to meet the audit requirements.
- Ensure that the Anti-Terror and Sanctions checks (ATSC) file is complete for all suppliers and kept up to date, and ATSCs for suppliers are renewed as per GOAL Policy
- Organise regular local market surveys and ensure vendor Roster and other supplier information is kept up-to-date and referenced during the procurement process.
- Maintain costing data to enable budget holders have easy access to prices for budget formulation,
- Ensure that all procurements that require donor approval are submitted to the Programme Director/designate with a specific request to seek donor approval before GOAL proceed contracting, this oversight need to extend to procurement form from field locations as well as juba and HQ based procurements.
- Ensure that the procurement team are aware of any changes to the donor regulations and have direct impact on GOAL South Sudan activities/Procurements and these changes are clearly communicated and followed.
- Implement, train and coach the procurement team on effective systems for the management and prioritisation of incoming orders to enhance country operations efficiencies.
- Effective relation management of the internal stake holders under programmes, Logistics, Procurement, WASH, Finance, HR, Systems etc.
- In liaison with the systems Director to liaise with HQ Procurement/Logistics on country procurement Sudan.
- To coordinate effective running of the Tender and Procurement committees across GOAL South Sudan.
- To ensure all procurement process paperwork is uploaded on share point and the Digital order Tracking sheet (DOTS) is updated with each procurement transactions.

Procurement Planning

- Work Closely with each Project (Budget holders) to ensure that procurement Plans are in place for each project, the plans are verified against the budget, all procurement requirements are clearly identified, timelines and budgeted amounts are reasonable including allowances for shipment of goods from juba to Field sites.
- Carry out regular reviews progress against Procurement plans and highlight any delays encountered from internal process (receiving PRs, delays in processes etc.) and external ((supplier Perspectives.
- Meet with Project Managers (Budget Holders) monthly to review procurement plans, discuss upcoming procurements, resolve difficulties and challenges and agree/record action points and deadlines for activities.

Team Management Capacity Building and Development

- Directly line manage the juba-based procurement staff working with the team to secure a fair and efficient allocation of tasks, monitoring performance and providing on-going training in roles and procedures.

To Technical supervise the Field procurement offices in liaison with the Area Programme Operations coordinator to ensure procurements are conducted in compliance with the procurement manual and donor regulations.

- Work closely with the Field operations Managers (FOMs) to provide support and direction(technical) to field-based procurement staff.
- Assist the systems Director to identify training needs and support training of procurement staff/field logistics across GOAL Uganda.
- Manage procurement staff, distributing procurement tasks between them, accordingly, monitor performance and provide ongoing training in roles and procedures.

- Build the capacity of and manage staff in the procurement department in accordance with HR Policy, and ensure the highest standards of ethics, accountability and professionalism.
- To measure the performance of the procurement staff on quarterly basis based on the Digital order Tracking performance measurement tool.
- Use the findings of monitoring of procurement to feed into development of capacity building plans for staff.
- Monitor procurement team performance, provide support, guidance and develop key performance indicators (KPIs) for effective procurement performance for the GOAL based in both juba and field offices, and from a supplier perspective. These indicators should build on existing data collection into the broader development of a supplier management strategy.
- To oversee the annual leave planning and implementation for the procurement staff.

Supplier Management Strategy and Systems.

- Ensure effective supplier relationship management.
- Ensure Extensive supplier and market surveys are carried out and a preferred supplier list (Vendor Roster) and price lists are established and regularly updated, in relation to the order tracking sheet.
- Use the finding of monitoring of procurement to feed into the development of sector supplier engagement strategies for GOAL South Sudan.
- Lead the procurement team to develop strategies to minimise the impact of market restrictions on GOAL Procurements.
- Look to establish mechanisms to expedite Processes with a particular focus on reducing the time from quotation to contracting and work with suppliers establish what strategies can be employed to combat price gouging.
- Liaise with other agencies to understand what strategies they are using and understand if there are any efficiencies that can be gained from collective bargaining.

Reporting and Meetings.

- To oversee the completion of the required reports, real time updating of the order tracking sheet(OTS),contract database, supplier database, Frame work agreement tracker and to generate procurement performance monthly reports to the Senior Management Team.
- Share short weekly procurement report highlighting key achievements, challenges and difficulties encountered by the procurement team and proposing solutions.
- Attend weekly sytems meetings, Prepared for and the present at Grant Management Meetings.
- Contribute to the Procurement sections of internal and donor reports as needed including analysis of value for money, procurement efficiency, challenges encountered.
- To participate in the HQ Procurement/Logistics meetings
- Ensure timely reconciliation of the procurement Request(PR)generator app with the OTS.

Other responsibilities:

- At short notice, provide support and guidance to the proposal development team on availability of the supplies, prices, alternatives, risks and difficulties that are likely to be encountered with the Project designs,
- Complete procurement sections of proporsal review checklists for all proporsals.
- Submit Funds Forecasts to the sytems Director by the 15th working day each month.



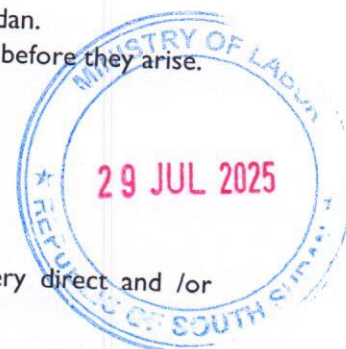
- Ensure that all documents that are saved on the GSS Procurement SharePoint site cognisant that at any time there may be breaks in the communications and documents may need to be accessible to their members in the team.
- Resolve any procurement issues arising from internal audits and reviews including developing systems and processes that prevent reoccurrence of problems.

Job Requirements

- Bachelor's degree in Purchasing & Supplies Management, or Procurement and Logistics or Business Administration majoring in Procurement & logistics.
- Over three years' experience working in Logistics and Procurement in a recognised organisation.
- At least 3 years progressive procurement management and leadership experience in the humanitarian or development sectors
- Ability to handle typical planning, analysis, and reporting.
- Computer literate with strong skills in Microsoft Excel and Word.
- Sound numerical skills.
- Good interpersonal and communications skills.
- Familiarity with the use of cloud documented management.
- Good written and verbal communication in English.
- South Sudanese nationality with previous working experience in South Sudan.
- Ability to plan ahead and anticipate needs, recognizing potential problems before they arise.
- Highly flexible to change and ability to maintain patience through change.
- Fluent in spoken and written English
- IT literate
- Report/proposal writing skills

Desirable

- Experience of capacity building, preparation of materials and delivery direct and /or remote training
- Knowledge and awareness of GOALs Procurement Procedures
- Certification in CIPs/Fritz



Equal Opportunities

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

To promote gender equality in our work force, qualified female candidates who meet the above job requirements are strongly encouraged to apply.

Safeguarding

Children and vulnerable adults who meet 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.

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 . **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 indicated on the Envelope.
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

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