



Approval



Catholic Medical Mission Board
Job Advertisement
Procurement Officer

[Handwritten signature]

D/Labour

Position Title: Procurement Officer (1)
Department: Procurement
Location: Juba Office.
Reports: Procurement Manager.
Deadline: 16th October 2023

ABOUT CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its Children And Mothers Partnerships (CHAMPS) program. CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels. CMMB also supports Health Information System strengthening through accurate and timely electronic systems, reproducing, and disseminating health registers and training of SMOH data clerks.

Job Summary

To provide CMMB-South Sudan programme in Juba/Yambio the logistics and procurement capacity to implement and manage projects by providing specialist technical oversight on aspects of Procurement, asset, flight, fleet and warehousing management in accordance to CMMB guidelines.

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

- Ensure mission purpose, strategic goals and programme objectives are communicated amongst procurement staffs to create mutual understanding and ownership.
- Support Developing and implementation of procurement strategies to optimize cost savings and efficiency.





- Support in Preparing budgets, cost analyses, and reports: The Procurement Officer is responsible for assisting in the preparation of budgets, conducting cost analyses, and preparing reports on procurement activities.
- **Contribute towards the promotion and adherence to CMMB's Purpose, Basis of Faith, Core Values and Operating Principles.**
- Research and identify prospective suppliers, evaluating their products and services according to key business criteria.
- Liaise with other team members to develop procurement plans in line with donor expectations and ensure that all needs of the programme are acquired in an efficient and timely manner
- **Processing of all local payments in liaison with the finance/HRO and AC in a timely manner ensuring to verify that all paperwork / documentation is complete and duly authorised before submitting for payment.**
- **Negotiate with external vendors to secure advantageous terms and conditions for the organization.**
- Ensure all PRs worked on have the right specification and are logged into the PR tracker and PR progress logged as the purchase progresses towards completion.
- Liaise with internal project teams to understand their procurement needs and provide support throughout the purchasing process.
- Maintain strong supplier relationships, ensuring timely delivery of goods and services.
- Prepare and analyse reports on procurement activities, identifying areas for improvement and cost savings.
- **Stay updated on industry trends and best practices in procurement, sharing knowledge and insights with the team.**
- Ensure compliance with relevant laws, regulations, and organizational policies in all procurement activities.
- **In close collaboration with other NGOs/humanitarian agencies, develop reliable consolidation and cost sharing mechanism for transportation of supplies and equipment to all areas of operation in Juba.**
- Conduct or arrange training where necessary for project staffs on procurement best practice



- Promote opportunities to encourage openness to learning from staff and assist in forwarding to management issues from operational experience for analysis, dialogue and possible incorporation into future good practice and policy formulation.
- Build positive working relationships with government, local communities, UN, NGOs, procurement agencies and suppliers at the project level in support of an effective and efficient logistical support function.
- Update and solicit for new suppliers through advertising and leading the selection processes.
- **Qualification of ideal candidate:**
 - Degree in Procurement and Logistic management from recognized institution.
 - 3 years experiences working in procurement department with NGOs,
 - Excellent Knowledge in Computer packages.
 - Critical thinking and sound judgment in dealing with vendors.
 - Bargaining skills with suppliers

How to Apply:

Interested applicants should submit their application together with resume/CV including telephone and email contacts of three (3) referees as well as your daytime telephone/cell phone contact number to CMMBSouthSudanjobs@cmmmb.org indicating the position and location you have applied for on the subject line of your email.

Please note:

1. Deadline for receiving application for this position is the 16th of October 2023
2. CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply.
3. Only short-listed candidates will be contacted for assessments.

