

# Institute for Promotion of Civil Society



## South Sudan

IPCS is a nongovernmental, nonprofit making and a non-political National organization founded in January 1999 by some south Sudanese community with help of Action AfrikaHilfe International (AAH-I). IPCS's geographical operational area covers the ten states of South Sudan and three Administrative areas, it aims at improved functioning Civil Society and livelihood in South Sudan. IPCS has built partnership with many International and National NGOs in South Sudan working to improve the capacity of sprouting Civil Society organization in South Sudan over the past 25 years. Among those INGOs we have Action Africa Help, Oxfam Novib, DFID, International HIV Alliance, UNHCR, UNICEF, NPA, EED, ICCO EC, C4C UNDP and IRC. This relationship has created a remarkable change in our society and the entire population of South Sudan

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### JOB OPENING

#### INTRODUCTION

SUCCESS Project is a Consortium project of two partner Organizations in South Sudan. In this Consortium, Mercy corps is Principle recipient of the Grant while IPCS referred to as a Grant Sub-recipient Partner and at the same time an implementing Partner with Funding from the European Union for supporting Civil Society Empowerment in South Sudan.

#### Job Description

The Institute for Promotion of Civil Society (**IPCS**) Office in Juba invites applications from suitably qualified and interested candidates who fill they meet the eligibility criteria for the position of **Logistic and Procurement Officer**. The below is details of the job position

**ORGANIZATION:**

Institute for Promotion of Civil Society (IPCS)

**POSITION:**

**Logistic and Procurement Officer**

**DUTY STATION:**

Juba IPCS Office – Central Equatoria State

**PROJECT:**

Support Civil Society Empowerment in South Sudan  
SUCCESS Project (Consortium Intervention)

**PROJECT PERIOD:**

3 years

**DONOR:**

European Union





### Duties and Responsibilities:

- Communicates and coordinates regularly with all appropriate employees from different divisions to maximize the effectiveness and efficiency of interdepartmental purchasing operations and activities.
- Maintain and update manual and computerized filing and registration systems, and compile and prepare reports and documents relating to purchasing activities.
- Maintains the files as mentioned in the list of quality records.
- Follow up public relation officer to assure issuing visas, resident permit and other related documents.
- Responsible for all the insurance policies issued for the organization.
- Develops proposals and specifications for purchases of goods and services.
- Coordinate activities of personnel engaged in buying materials, equipment, machinery and supplies.
- Analyzes bid results for quality and cost effectiveness considerations.
- Answers information requests from other IPCS departments regarding existing purchasing procedures.
- Analyzes market and delivery systems in order to assess present and future material availability.
- Ensures all purchasing is performed with a strict adherence to current ethical Procedure.
- Keeps immediate supervisor and designated others fully and accurately informed concerning procurement progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Responds to customers' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Controls purchasing Division petty cash and reports it accurately and timely to accounting.
- Assists in Development and implementation purchasing and contract management instructions, policies, and procedures.
- Participates in the development of specifications for equipment, products or substitute materials.
- Prepares reports regarding market conditions and merchandise costs.
- Resolves vendor or contractor grievance, and claims against suppliers.
- Reviews purchase order claims and contracts for conformance to company policy.
- Locates vendors of materials, equipment or supplies, and interviews them in order to determine product availability and terms of sales.
- Maintains records of goods ordered and received.
- Prepares and processes requisitions and purchase orders for supplies and equipment.
- Obtains and sees to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Performs other directly related duties consistent with the role and function of the classification.
- Prepares the purchase requests with the requesters.
- Analyzes the purchase requests as per the procedure of purchasing.
- Prepares purchase orders and ensure that the technical details and the payment terms are clearly mentioned on the purchase order.
- Checks, with the requester, the conformity of product/service purchased versus the purchase order
- Fills the delivery note and sends copy to the accountant with the invoice.
- Maintains and updates the list of approved suppliers.
- Maintains and updates suppliers' records.





- Ensures the proper maintenance of the various machines and Equipment used throughout the corporation.
- Other duties as assigned
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**Education and Experience:**

- Bachelor's Degree in Logistic and Procurement, Business Administration or Diploma in Logistic and procurement, Business Administration or equivalent as a minimum 3-5 years related experience is a requirement.

**Skills:**

- Ability to interpret documents such as operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Strong interpersonal skills.
- Ability to work under pressure in a fast
- Paced environment. Computer Skills: Internet software, Outlook, E-mail, MS office, Inventory and database software.

**How to apply**

Interested applicants should send their applications with a copy of CV and Covering letter, scanned copies of their academic transcripts and certificates with full details including telephone numbers and emails submitted to the attached or submit hard copies to IPCS Office at AIC Church Merkolong Hai Tarawa Juba Central Equatoria State South Sudan.

Email: [hr.recruitment.ipcs@gmail.com](mailto:hr.recruitment.ipcs@gmail.com)

For more information contact:

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Closing date is **23<sup>rd</sup> July, 2025**.

Female candidates are highly encouraged to apply.

Only short listed candidates will be contacted.

