

USAID Afia Water, Sanitation and Hygiene (WASH) Project**SCOPE OF WORK**

TITLE: Procurement Specialist/Officer
DURATION OF CONTRACT: LTTA
LOCATION: Juba, South Sudan
SUPERVISOR: Procurement Manager

**Project Background:**

The purpose of the Afia Water, Sanitation and Hygiene (WASH) Project is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Afia WASH Project intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Uror, Duk, and Pibor.

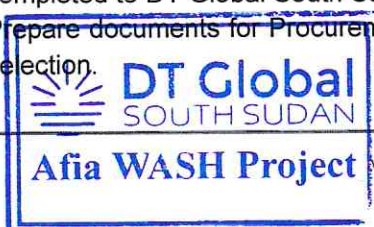
Position Summary:

The Procurement Specialist/Officer (PS/O) is responsible for supporting the acquisition of goods and services, drafting of contracts, agreements and purchase orders for program operations and activities in accordance with regulations, policies, and procedures of USAID and DT Global. The PS/O is expected to initiate the procurement process, liaise with local vendors, prepare tender documents to solicit bids, assist in evaluating bids, prepare draft contractual documents and maintain thorough recordkeeping and filing of all procurement documentation in accordance with USAID rules and regulations and DT Global policies and procedures using manual and online filing system. Additionally, the PS/O is responsible to support in overseeing procurement and contracts administration in the field offices, and project activity locations throughout their state. The PS/O is responsible for liaising with the Juba-based finance, human resources, security, and the program staff of their respective states' field office daily, to ensure the most safe, cost-effective, and timely purchase and movement of goods possible within the parameters of approved activities and budgets. The PS/O will oversee goods and services are received and assure that requisitioning party confirms receipt and acceptance of goods and services as required in the contract.

This position may be hired at an Officer or Specialist level, with applicant's CVs assessed based on the qualifications listed below.

Duties and Responsibilities:

- Actively participate in the daily coordination of project procurement activities
- Source prices and locate goods, materials, and services, including micro-purchases as required.
- Prepare bidding requests and provide detailed description and specifications of the items requested.
- Prepare and review tender documentation and issue and control tenders to activity requirements based on USAID's regulations and DT Global's procurement manual.
- Verify, organize, and upload all procurement documentation to DT Global's procurement workflow and filing systems following all the steps required to obtain the necessary approvals
- Arrange timely bid openings and bid reviews in accordance with USAID's regulations and DT Global procurement manual.
- Maintain paper and electronic records of purchases made for operations and activity implementation and ensure the required documentation of supplies and transactions are completed to DT Global South Sudan standards
- Prepare documents for Procurement Manager to review following bid analysis and contractor selection.



- Monitor delivery of all procured items and services to ensure that they are in compliance with relevant contracts/purchase orders.
- Coordinate and support Field Finance and Admin Officers in planning, if needed, reviewing procurement documents and make sure that they all comply with the procurement policies and procedures.
- Maintain files of all tendering actions and prepare USAID vetting requests, if needed.
- Maintains Payment Trackers ensures that all invoices are processed on time.
- Support timely procurement actions including the delivery of materials, verification of procurement documentation and accuracy of invoices, and submit all necessary documents to the Finance Unit for payment, including the Operating Cash Request, Invoice, Waybills, and Purchase Orders
- Maintain professional communication with all suppliers and assist in updating vendor lists Ensure compliance with established DT Global South Sudan, USAID, and South Sudanese laws
- Scan, copy and upload procurement documents to DT Global's online system.
- Provides support to logistics, if needed.
- Reports to the supervisor for any malpractices, misconducts or any fraud, waste and abuse in relation to time implementation of the procurement process.
- Perform any other tasks assigned by the supervisor or as directed by the Director of Operations.

Education and Certifications:

- Bachelor's degree with at least 5 years of relevant work experience is required.
- Prior experience in procurement management with international development organizations; preferably USAID programs.
- Knowledge of USAID reporting standards and procedures preferred.
- General finance, administration, information management and communication skills and proficiency in computer skills.
- Ability to develop budgets, contracts and approval requests.
- Experience negotiating contracts and timely decision making.
- Knowledge of market and purchasing options and challenges in South Sudan; local supply chain management experience preferred.
- Ability to work on a team as well as independently: demonstrated skills in staff leadership, training, and problem-solving.



Professional proficiency in MS Office applications especially in Word and Excel applications.

- Experience using Adobe Photoshop, Adobe Illustrator, MS Publisher, etc., preferred.
- Demonstrated problem solving and analytical skills and good judgement.
- Excellent written and spoken English, and other major dialects used in the country

Key Position Competencies and Experience:

- Minimum three (3) year of experience (Officer), or between three to six (3 – 6) years of experience (Specialist), preferably with strong administration, procurement, contracts and logistics roles with USAID and other donor funded projects focusing on development or similar projects
- Prior experience working on USAID-funded projects in the humanitarian and international development sectors preferred
- Be proactive, have strong prioritization skills, ability to work cross-culturally, and ability to meet deadlines under pressure
- Ability to work with tact in a diverse, multicultural environment
- Possess demonstrated leadership skills, humility, and self-awareness
- Ability to communicate clearly and concisely, fluency, both written and verbally in English and spoken Arabic required and other local languages preferred

- Position open to South Sudan nationals only

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

Application Process:

To apply, please send your CV and Letter of Motivation including your nationality ID **as one single document** to afiawash.recruiting@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, August 29, 2022, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

