

VACANCY ANNOUNCEMENT

Shejeh Salam Activity

SCOPE OF WORK

TITLE:	Procurement Officer
ELIGIBILITY:	South Sudanese National Only
DURATION OF CONTRACT:	One year, renewable
LOCATION:	Juba, South Sudan
SUPERVISOR:	Procurement Manager



Are you passionate about advancing career in Procurement Department? Join our motivated and talented Shejeh Salam team as Procurement Officer. This is a great opportunity for a Procurement Officer that is looking to progress his or her career with Shejeh Salam Procurement Unit.

Activity Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan Shejeh Salam Activity that is building the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam Activity currently programs in Juba, as well the USAID's priority States of Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria, although geographic focus may shift.

Position Summary:

The Procurement Officer is responsible for overseeing procurement aspects of DT Global South Sudan's Shejeh Salam procurement operations, as assigned by the supervisor, working closely with Program, Administration, Finance. He or she ensures coordination across Shejeh Salam units in Juba and field sub-offices of all procurement and delivery, including Program Technical and Grants/Activity Units, as well as Finance, Logistics, and Human Resources.

Duties and Responsibilities:

- Actively participate in the daily coordination of Shejeh Salam procurement activities
- Assist Program and Operational personnel in regular procurement planning meetings as required
- Assist staff as needed on creating clear and concise purchase requests and other documentation
- Collect quotations and bids from the market for purchase requests as assigned by supervisor – as per DT Global South Sudan / Shejeh Salam standards and format.
- Prepare the required documentation of supplies and transactions are completed to DT Global South Sudan / Shejeh Salam standards
- Prepare status reports on deliveries and recipient of supplies
- Assist in the maintenance of thorough procurement files as outlined in the procurement policies
- Assist in the management of assets by identifying assets during the procurement process and notify the Asset and Facilities team upon receipts of assets
- Ensure cost effective and timely procurement for the operations and program requirements from the Juba and field sub-offices as assigned, closely aligning to all established procedures for DT Global South Sudan / Shejeh Salam and USAID procurement rules and regulations
- Support timely procurement actions including the delivery of materials, accuracy of invoices, and submission of all necessary documents to the Finance Unit. This includes the Operating Cash Request, Invoice, Waybills, and Purchase Orders
- In coordination with the program staff, ensure that all purchases for Program Activities, will fall within the approved budgeted amount, or take appropriate action with the program staff prior to completing procurement

- Maintain professional communication with all suppliers
- Follow up on the timely delivery, ensuring documentation of receipt and delivery of all materials
- Support timely actions for the payment procedure by submitting all necessary documents to the Finance Unit. This includes the Operating Cash Request, Invoice, Waybill, and Purchase Order
- Verify the delivery of materials and the accuracy of the invoice
- Coordinate with the warehouse team on delivery of items including completion of Goods Received Notes, storage of items and transfer of items to field sites
- Support the procurement Specialist(s) in developing updating and maintaining Procurement lists/Procurement Databases.

Education and certifications:

Post-secondary Diploma in related field. Other relevant certifications will be considered.

Key Position Competencies and Experience:

- At least three (3) years of work experience in large scale procurement and supply chain management and/ or international business, including USAID or other donor funded implementing partners in international development and humanitarian programs
- Previous experience working on in-kind sub-grant programs especially those funded by USAID
- Proficient computer skills, including Microsoft Office programs
- Oral and written fluency in English and spoken Arabic
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness

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 listening 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 as one single document to shejehsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including active work emails and phone numbers; 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. Please apply electronically, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. The deadline for submissions is **Monday, November 21, 2022, at 05:00 PM, 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, LLC 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.