



Vacancy Announcement

Job Title: Project Medical Procurement Officer
Band / Level / Grade: 8B
Department: Operation
Location: Juba
Overtime Eligible: Exempt
(per local law)

50-H-3
Approved by
MOL
01/09/2021
[Signature]



BACKGROUND:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure.

IRC Horn East Africa and Zimbabwe (HEAZ) region, whose office is based in Nairobi, provides management support to nine countries; namely Kenya, Uganda, Tanzania, South Sudan, Somalia, Tanzania, Zimbabwe, Yemen and Burundi.

JOB SUMMARY:

The Procurement Officer is responsible for the efficient coordination, supervision and management of all procurements for the IRC's office in Juba. The position is also responsible for the maintenance and policy standardation.

Major Responsibilities:

Under the direct supervision of the Procurement Manager, the Procurement officer will be responsible for the following, The Procurement Officer is accountable for the implementation of IRC's Procurement policies and is responsible for following;

1. Procurement

- Ensuring the implementation and supervision of procurement plan & strategies and ensures all program procurement needs are met on time in accordance with GSC and donors' standards. This includes:-
- Support in development of procurement specifications
- Ensure approved Purchase Requests are process through the IRC procurement software (online BVA) and ensuring data accuracy to reflect BVA accurate spending and balances.
- Request for quotations / proposals.
- Ensuring that procurement is carried out in accordance to IRC and donor-specific polices.
- Ensuring that all Supplies, services and equipment required are delivered in time.
- Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies.
- Coordination with Finance, Admin and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
- Ensuring that all Supplies, services and equipment required are delivered in time.
- Participate in procurement committee meetings & evaluations.
- Prepare bids analysis and other bidding documents for approval
- Conduct and document transparent negotiations with suppliers.
- Demonstrate value for money in procurement.
- Review procurement documents for accuracy before taking payment for approval.
- Establishment and maintenance of ethical, professional working relationships with suppliers.

May 2019



- Advise the Procurement Manager of procurement-specific issues or improvements.
- Any other duties or tasks delegated by Procurement Manager.

2. Compliance and Ethics

- Assist in implementing donor rules & regulations for all procurements (including any specific departmental procurement task assigned), Identifying and analyzing compliance risk in procurement processes through-Implementing due diligence for suppliers, this includes conducting reference checks, supplier visits etc.
- Provide consistent and constructive support to other departments to ensure compliance with policies and procedures
- Identifying and reporting procurement red flags,
- Implementing internal and external audit corrective action plans (CAPs)

3. Supply Chain Planning

The Procurement Officer work closely with Procurement Manager and Supply chain Coordinator, internal and external stakeholders to ensure effective supply chain planning and preparation to support program implementation. Supply chain planning includes;-

- Contribute towards to the preparation and implementation of procurement plans
- Implementing all IRC procurement SOPs (IRC Supply Chain Standard Operating Procedures)
- Participate in collection, organizing and analyzing data
- With the help of procurement manager, Procurement officer Monitor supply market and conduct market surveys & analysis.

4. Supplier Management

Responsible for managing supplier relationships and performance to ensure that there is precise record keeping as provided by GSC. This includes:-

- ✓ Maintain suppliers file and documentation
- ✓ Documents supplier performance
- ✓ Maintain supplier performance score cards.

5. Reporting

- The Procurement Officer is responsible for preparing and submitting accurate and analytical report:
- Monthly Procurement report to Procurement Manager 2nd of every month.
- Updating procurement plans as required.

6. Key Working Relationships:

Position Reports to: Procurement Manager

Position directly supervises: N/A

Other Internal and/or external contacts:

Internal: Regular relationships with Programs Staff and country Supply Chain staff at all levels, Procurement Manager and Supply Chain Coordinator. Interacts with IRC Program departments and technical units and advisors. Actively participate in Supply Chain weekly meetings.

External: May Serve as IRC Supply Chain representative in outside meetings, other non-governmental organizations, inter-agency groups and foundations.

Job Qualifications:

Education: College Degree in Supply chain Management, Procurement, Logistics, Business Administration or related field.

7. Work Experience: Over 3 years of work experience in supply chain operations preferably Procurement May 2019



8. **Demonstrated Skills and Competencies:** High degree of flexibility and ability to work under sometimes extreme hardship conditions against tight deadlines; Strong computer and communication equipment skills, including Microsoft Office applications. Must be able and authorized to drive manual transmission 4WD vehicles.

9. **Language Skills:**

- Excellent written and spoken English
- Good working knowledge of French and/or Arabic would be an added advantage

Position directly supervises: Nil

Other Internal and/or external contacts:

Internal: Regular relationships with program staff, Operations and Juba Supply Chain Staff.

External: Partners, Donors.



Demonstrated Skills and Competencies:

- Good collaborator and influencer with effective interpersonal and analytical skills who is able to work seamlessly across cultures, organizational units and suppliers.
- Ability to roll out supply chain policies and SOPs
- Knowledge and understanding of practical Supply Chain procedures and maintaining supply pipelines in areas with weak infrastructure.
- Good organizational, interpersonal and communication skills.
- Computer competency with word processing, spreadsheets, databases
- Willingness to participate and contribute as a team member, under challenging working and living conditions.
- Able to work effectively in a highly matrixed structure

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply: Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, Mark clearly on the envelope to IRC's application drop box at IRC Office Juba or, or by email at SS-HR@rescue.org **Not later than 20th September 2021.**

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION: Project Medical Procurement Officer - Juba

