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7/4/2020
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07 APR 2020
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BASE NET

JOB VACANCY - ADMIN AND PROCUREMENT OFFICER POSITION

Are you passionate about working for and growing with National NGO? Do you like working with farming communities and non-farmers in their rural places? Are you a self-motivated, committed and working alone without supervision? If so, then here is your chance to apply for Base Net.

Base Net is a national non-governmental organization (NNGO) for humanitarian and development sectors, officially registered on 29th January 2018 under South Sudan Relief, Rehabilitation and Commission (RRC), registration number 1287. It is committed to working with others to find lasting solutions to vulnerability and poverty in South Sudan. We aspire for effective and efficient organization that is dedicated to working with partners, donors, fora, affected people, government and key observers to ensure that vulnerable populations are served with dignity and their local government institutions empowered to be able to deal with recurrent shocks and disaster. Our motto "*together we empower*" is a vital ingredient towards realizing impact to our clients and affected people whom we bear accountability.

Base Net has three established and functional offices; the head office in Juba is located in Buluk, Plot 94 and block 3 near Kirijobi Imaging Centre; a field office is situated in Nimule Peace Valley Building Complex, Juba-Nimule Highway, and a State office is located in Torit.

Base Net is looking for a suitably qualified South Sudanese to fill a vacant post in a table below.

Position	Admin and Procurement Officer
Location	Juba with regular Support Visits to Magwi, Torit and Lafon/Lopa Field Offices
Report to	Finance and Admin Manager
Work duration	6 months (with possible extension upon satisfactory work performances)
Closing date	25/04/2020

Administration functions:

- Organize and ensure smooth logistics for meetings, accommodation, workshops and field visit for staffs, Donors as appropriate.
- Be focal person to co-ordinate daily operation e.g RRC office, following up staffs permits, booking staffs on travels and co-ordination with relevant government offices.
- Manage the smooth running of the office, in terms of office supplies, office equipment, maintenance, safety and security.
- Provide receptionist coverage during business hours and visitor management.
- Support scheduling of meetings with staff and stakeholders.
- Facilitate local and national travel logistics for staff and international/regional guests;
- Support and co-ordinate with external service providers providing office cleaning, maintenance, or repair services.
- Administer petty cash and reconcile invoices for submission to the Finance/Accountant officer on monthly basis.
- Follow standard operating procedures and timelines for petty cash management
- Maintain asset register, inventory and office supplies, including records management, supply replenishment, disposal, and management of periodic audits. The post holder is expected to ensure all organization assets are updated in the asset register.

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- Explore vendors for accommodation, workshops, printing, stationary items and other related supplies in coordination with Admin/Finance Manager.
- Be the focal person for all vendor communications
- Responsible for logistics and fleet management for the Country Office.
- Perform any other tasks assigned by your line manager

Procurement functions:

- Review and, as needed, submit South Sudan purchase requisitions for operational and technical implementation needs, ensuring proper specifications of goods
- With guidance from Admin/Finance Manager, compile all procurement documentation for selection of goods/service providers.
- Work under the guidance of the Organization Admin/Finance Manager to select appropriate procurement mechanisms to contract service
- Ensure that vendor agreements are fully executed by the appropriate signatory per the latest internal procedures.
- In coordination with relevant technical leads, monitor vendor performance for compliance with terms and conditions of award and enter vendor performance data in vendor database;
- Support preparation of responses to procurement findings from internal or external file audits.
- Under the guidance of the Admin/Finance Manager, document the recruitment and hire of new consultants, as well as modifications to existing consultant agreements
- Help provide frequent field supports.
- Perform any other tasks assigned by your line manager

Security functions:

- Act as security focal point person regularly providing updates to the country office in Juba on daily basis including from field offices.
- Manage security of office premises, including equipment, general facilities but not limited to communication with the landlord.
- Perform any other tasks assigned by your line manager

Requirements

- Hold Bachelor's degree in Business Administration or Procurement & Logistics Management or Related fields, any professional qualification will be added advantage.
- At least 2 to 3 year of relevant experience in NGO sector and having experience in Admin, Procurement and Logistics.
- Familiarity with QuickBooks.

How to Apply:

- Your application (CV, CV cover letter, education qualification, Nationality ID or Passport and relevant documents) should be sent by e-mail only to **contact.basenet@gmail.com**
- Only short-listed candidates will be invited for interview as soon as possible through their CV-indicated emails and/or phone numbers.

