



JOB ADVERTISEMENT

Job Title:	THRIVE Senior Procurement Officer (1 Position)
Location:	Juba
Recruitment Status	Local Recruitment
Project	THRIVE Project
Reports to:	Procurement Manager
Posting Date	16 th July 2024
Closing Date	5 th August 2024



General Description of the Programme

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods.

GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, and food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. Currently GOAL works in Twic County in Warrap state, Abyei/Agok in Abyei Administrative Area, Renk & Ulang Counties in Upper Nile state, & Kajo Keji County in Central Equatoria state.

GOAL works to incorporate four pillars in its approach to programming: influencing systems, building resilience, fostering inclusion, and social and behavioural change. GOAL's understanding of inclusion is that of a dynamic process that gives recognition, roles, influence and powers to individuals or groups in a particular system, counteracting the processes that create vulnerability, exclusion and discrimination. GOAL ensures that these processes are understood and used to inform programme design, with the aim of enabling people to participate in and shape their societies. GOAL understands that there are multiple intersecting factors that can affect inclusion, such as gender, age, (dis)ability, ethnicity and many more, and GOAL integrates these considerations within its programming approach to create change for those that are in some way marginalised, neglected, or excluded.

Job Purpose

The Senior Procurement Officer is responsible for all procurements at local, regional and international level in accordance with GOAL and donor policies and procedures. The Senior Procurement Officer works in conjunction with the Procurement Manager in the pursuit of procurement related operations. When appropriate, this position will provide support for the field operations to serve occasionally in the field to assist with staff coverage for the assigned project. S/he will be the main person who processes payments with Finance for programmes activities/purchases. In liaison with the Procurement Manager, he/she will provide high quality procurement guidance, advice and support to internal stakeholders.

Main Responsibilities

Procurement

- Planning, ordering and purchasing items for operations and programmes in close relation with programme departments, the Area Programme Operations Coordinators, the Logistics Manager and Procurement Manager.
- Work with programme teams to develop grants procurement plans in liaison with the procurement manager.
- Procure materials and highly technical supplies with highest standard of integrity ensuring the right products in the right quantity, from the right vendor at the right price and is available in the right time in accordance with the organisation GOAL standards/procedures and donor guidelines.



- Work together with procurement teams in the field office and support as necessary and act as focal point for logistical needs for international procurement.
- Discovers reliable suppliers and update the supplier database to initiate procurement partnerships that will benefit the organization in accordance with the procurement manual.
- Manages timelines around procurement requests to ensure professionalism and timely delivery of goods and services.
- Work with the concerned stakeholders on procurement needs, provide technical support on specifications and cost implications where necessary.
- Ensure that vendor invoices against procurement documents are well documented as per procedures, and payment made by the finance office within 30 days of invoice submission.
- Arrange procurement committee meetings ensuring participants are invited with due notice, required documentation is prepared and shared, minutes are recorded and approved.
- Developing Bid Analysis as required per Procurement Procedures and Chart under the guidance of the procurement manager.
- Ensuring all procurement submissions to finance are correctly authorized with signatures as per Procurement Chart and Authorisation chart, including correct paperwork, forms, etc and are uploaded on Share Point in respective procurement folder.
- Contract all allocated procurements within the target lead times. Notify the Area Programme Operations Coordinator and Procurement Manager in advance of any foreseen delays and ensure GOAL terms and condition of purchase goods/works are incorporated in all contracts/ purchase orders.
- Ensuring that GOAL Procurement Manual is adhered to at all times as part of best practices.
- Maintain full soft and hard copy procurement files as per GOAL procedures on procurement document archiving process.
- Inform the warehouse of orders placed and provide soft copies of documents to support the reception.
- Upon confirmation of receipt of goods by the warehouse prepare payment paperwork and ensure approved invoices are submitted to finance for payment within 15 days of receipt.
- Record contracts on the contract management database and update any payments made.
- Keep the organisation office Digital order tracking sheet (OTS) up to date ensuring access to live and accurate information. All procurements must be updated on the OTS.
- Utilise existing contracts and framework agreements to ensure efficient procurement.

Assessments

- Research products properly as well as analyse and assess information to determine quality and best value for program needs.
- With support of the procurement manager to develop price catalogues for the various goods, services and works commonly procured by the organisation.

Trainings:

- In liaison with the procurement manager, train, procurement officers in the various areas of procurement to enhance policy adherence and procurement efficiency.
- Cross train to other positions as needed for support.
- Participate in problem solving as issues arise offering creative solutions for effective resolution of procurement related challenges.

Supplier engagement

- Conductor vendor registration in accordance with the procurement manual.
- Liaise with suppliers in a professional manner on behalf of GOAL. Make sure that all suppliers are dealt with fairly and equally. Do not use your position for personal gain and immediately declare any conflict of interest in accordance with GOAL procedures.
- Ensure that the Anti-Terrorism and Sanctions Checks (ATSC) file is complete before engaging any supplier and kept up to date for each supplier, and ATSCs for suppliers are renewed as per GOAL policy; all suppliers engaged on GOAL work shall undergo screening before award.

- Support regular local market surveys and ensure the Vendor Roster and other supplier information is kept up-to-date and referenced during the procurement process,
- Monitor supplier performance and report to the procurement manager.
- Update Supplier data base according to GOAL procedure

Personal management and development

- Manage own workload ensuring timely delivery of multiple concurrent activities.
- Stay up to date with GOAL policies and procedures including undertaking regular training.

Other responsibilities:

- Support Project Managers or contract manager with procurement planning for new projects/grants.
- Travel to other field offices or Juba to support field level procurement processes as may be directed by the Procurement Manager.
- Prepare monthly/quarterly procurement report and submit to the Procurement Manager.
- When required, other logistics tasks may be asked of you when resources are stretched (e.g., assistance with stock checks, managing vehicles, managing staff). The logistics department works as a team with each member helping when needed. This has the advantages of capacity building, and it helps operations function better.
- Carrying out other duties as assigned by the Procurement Manager / Systems Director.

Job Requirements

- Bachelor's degree in Purchasing & Supplies Management, or Procurement and Logistics or Business Administration majoring in Procurement & logistics.
- Over three years' experience working in Logistics and Procurement in a recognised organisation.
- Experience of providing training on organisational procedures.
- Ability to handle typical planning, analysis, and reporting.
- Computer literate with strong skills in Microsoft Excel and Word.
- Sound numerical skills.
- Good interpersonal and communications skills.
- Familiarity with the use of cloud documented management.
- Good written and verbal communication in English.
- South Sudanese nationality with previous working experience in South Sudan.
- Ability to plan ahead and anticipate needs, recognizing potential problems before they arise.
- Highly flexible to change and ability to maintain patience through change.
- Fluent in spoken and written English
- IT literate
- Report/proposal writing skills



Equal Opportunities

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

To promote gender equality in our work force, qualified female candidates who meet the above job requirements are strongly encouraged to apply.

Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this

on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to goaljobs@ss.goal.ie . **Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba with the Job title indicated on the Envelope.
3. Note, this is a national recruitment for South Sudanese citizens only.

Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.

Only shortlisted Candidates will be contacted

