



## South Sudan JOB VACANCY



**Position Title:** Procurement Officer (1 position)

**Location:** Juba

**Reports to:** Supply Chain Coordinator

**Supervises:** None

**Contract Type:** Fixed term contact

**Vacancy Number:** RI-SSD-HR-2026.03-JB004

### About RI:

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing. People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future. Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need. Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team.

### Position Summary:

A Procurement Officer works in the procurement department and oversees a vital part of the supply chain especially focusing on; reviewing PRs specifications, preparing RFQ/P, sending out RFQ/Ps to potential and eligible supplier and also participating in evaluating suppliers, maintaining relationships, and ensuring the cost-effective procurement of materials, parts, services or goods.

The jobholder is also responsible for ensuring adherence to the RI procurement policies and procedures; s/he will serve as a "buyer" for RI and will follow each step of the procurement procedures from receipt of Procurement Request to receipt of goods/payment of supplier. S/he is accountable for ensuring that all RI standards and donor compliance requirements met.

### Key Responsibilities



## Procurement

- Provide input to RI procurement planning, provide advice on the completion of the procurement request forms advising on specifications, lead times and estimated prices;
- Responsible for the timely completion of procurements, which are directly related to needs of activities in country;
- Process the procurement requests in accordance with RI policies and procedures, in a transparent, accountable, efficient and cost-effective manner;
- Assist with ensuring that all procurements are well managed, tracked and recorded in the relevant forms and templates including the procurement tracker;
- Act as the point of contact for RI to suppliers, vendors and service providers;
- Liaise with Program Managers to ensure appropriate quality, quantity and pricing of purchased goods are mutually agreed;
- Ensure detailed completion and filing of all procurement documentation including but not limited to PR, RFQ, CBA, PO, etc;
- Engage with requesters and colleagues on their procurement needs; ensure timely and regular communications are provided on the progress or delays related to requests.
- Represent RI in a positive and professional manner to contribute to the creation of a positive image and overall credibility of the organization, notably through the application of RI's mandate, ethics, values and stand-point with regard to other actors
- Assist in induction of new operation and program staff.
- Support in maintaining BIS License and VAT exemption database updates and clearances.
- Assist with engagement with freight forwarding agencies, freight handling/clearance agents, and local, to ensure that cargo is managed at all points of the supply chain.
- Assist with local market surveys; gain knowledge and understanding of the availability of supplies and services and price of local items.
- Participate in procurement planning, where you support Program Managers with relevant information related to lead times, prices, sourcing strategies either local, national or international and specifications;
- Ensure all received invoices are reviewed and submitted to finance within 1-2 days of receipt;

## Assets Management

- In liaison with Supply Chain & Operations Coordinator in Juba leads in gathering all information related to procured assets for asset register update.
- Ensures all assets are always appropriately tagged in line with RI's Asset management policy.
- Ensures assets inventory control/check is done periodically through physical count as per RI policy.
- Ensures that all assets are correctly covered by insurance insured and follows the correct channel to manage losses, defects and damages.
- Maintains accurate record of all assets through proper filing system
- Plans and ensures monthly and quarterly physical verification of assets is done timely in accordance with RI policy;

## Fleet Management

- Leads & supervises the day-to-day activities of the drivers.
- Ensure that monthly work orders are raised timely in accordance with program's needs.



- Under the supervision of Area Manager and together with drivers, ensure that movements are well planned, movement recorded accurately in the fleet movement log book.
- Follows to ensure a well-functioning fleet system
- Together with Area Manager ensures that fuel consumption for generators is well monitored and recorded.
- Ensure that accurate fleet reports

### Reporting

Ensures timely and accurate monthly reporting in compliance to all RI/donor regulations & policies.

### Compliance

Ensure compliance with RI policies and procedures, donor regulations and local laws.

Ensure that the procurement and disposal of commodities, especially those subject to US Export Compliance regulations, are in line with applicable licenses and are properly documented.

Immediately report on any concerns regarding the authenticity of procurement documentation, conflict of interest situations or fraudulent activities.

### QUALIFICATION AND MINIMUM REQUIREMENTS:

Applicants should;

- Degree in Procurement/Supply Chain Management/Logistics or related field.
- At least 3 years of general logistics experience and at least 2 years of experience in logistics in humanitarian organizations.
- High computer literacy level with expected proficiency in MS Word, Excel, PowerPoint, PDF and Internet.
- Ability to work independently, take personal initiative, and multi-task including strong facilitation skills in an ever-changing dynamic operational environment
- Excellent written and spoken English language skills.
- Ability to coach others and work in a team environment with experience in conducting training.
- Excellent interpersonal skills, cultural awareness and ability to work effectively in an operational environment.

**GENERAL CONDITIONS:** Applicant must not be a person with bad records or have been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child Abuse cases.

### We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

Inclusiveness, Transparency and Accountability, Agility and Innovation, Collaboration, Sustainability

### APPLICATION SUBMISSION CRITERIA (HOW TO APPLY):

Aspiring, potential, and interested applicants should submit copies of non-returnable motivational letter, national ID, CV and copies of academic documents through [RI-SSD-HR-2026.03-JB004 Procurement Officer](#). Or deliver all the above-mentioned documents in a sealed envelope to Relief International office in Juba Na-Bari Plot 347, Block 2-KAll and the documents should be **non-returnable**.

Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (**On rolling basis**) and only shortlisted applicants will be contacted within two weeks of closing date. **Deadline: 8<sup>th</sup> April 2026-4:30 pm SSD local time**

