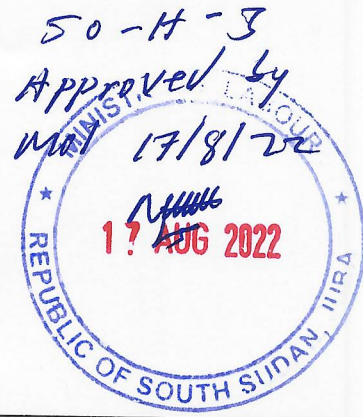




IMA WORLD HEALTH



ADVERTISEMENT

Post Title: Procurement and Logistics Officer – Maternity Cover

Number of Vacancies: 01 (one)

Duty Station: Juba South Sudan

**Contract length: Three Months - Maternity Cover
Reports to: Operations Manager**

Organizational background

- Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

- **POSITION DESCRIPTION**

- The principal objective of the Procurement & Logistics Officer role is to ensure the procurement and logistics needs in South Sudan Country Office are met and that all procurement & logistical activities are done effectively, accurately and on-time. He/she will work closely with program, Finance, and other administration. All activities are carried out in line with Corus International Policies and Procedures and according to any applicable donor, Country Office, and field level guidelines.

KEY RESPONSIBILITIES:

Duties and Responsibilities of Procurement and logistics Officer

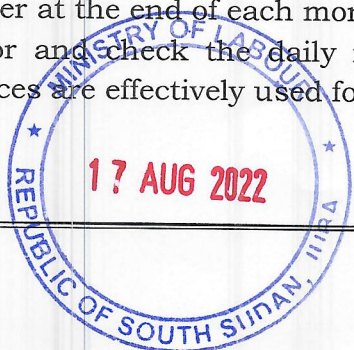


Responsibility 1: To timely procurement of goods and services as per the procurement plans of programmes and operations. By.

- Coordinating and facilitating the procurement requirements of programmes in line with their procurement plans based on Corus Overseas Procurement policy and procedures.
- Plan, coordinate and conduct national and international tendering processes in consultation with the Operations Manager. Ensure to provide the secretariat duties as required by the Procurement and Tender Committee.
- Updating supplier database and market price list based on changes in market price to support teams in raising Supplies Requests in line with market prices.
- Collecting quotes and bids in line with approved Purchase Requests raised by staff authorised to raise them and analysing quotes from suppliers to aid the work of the purchase committee using the Procurement bids summary (PBS).
- Creating purchase orders based on the best service provider/supplier selected by the purchase committee and timely delivering orders to the selected suppliers.
- Following up suppliers for timely delivery of supplies to enhance efficiency in programme delivery. Where transportation is on IMA World Health liaise with program to ensure budget code for transport is provided timely.
- Ensuring that invoices received reconcile to purchase orders and goods received notes (GRN). And where there are anomalies notifying supplier and stores.
- Preparing payment request forms ensuring all required supporting documents in line with IMA World Health/Donor regulations are in place, duly authorised as per policy before presenting payment requests for approval for payment.
- Work closely with Program staff to ensure all supplies delivered received and GRNs received on time.
- Compliance checks in relation to procurement guidelines and donor requirement. Advising budget holders and managers of additional documentations requires explaining gaps. This may include waivers, memos, note to file etc. as deemed satisfactory for the state of the procurement cycle where the gap is occurring.
- Review the active suppliers/contractors/service providers to ensure that each provider does not exceed the maximum approved period of service. Ensure to suggest a change of providers after every two years of service.
- Notifying suppliers to come for their payments in timely manner.
- Address all inquiries related to procurement and ensure that relevant correspondence is processed/ filed accordingly

Responsibility 2: To maintain efficient and effective Fleet Management By.

- Manages IMA World Health vehicles, motorcycles, drivers, and transportation of project supplies.
- Coordinate movements with passengers and drivers on daily basis and ensure that vehicles are road worth and utilizing checklist.
- Ensure maintenance and repairs are completed in a timely manner, preparing and tracking vehicle usages.
- Prepare monthly fuel consumption & KM analysis report and submit to Operations Manager at the end of each month.
- Monitor and check the daily movement of office and rented vehicles and ensure that resources are effectively used for IMA World Health Mission interest only.



- Monitor logbooks and vehicles charge out sheet of Drivers on a weekly basis ensuring that they are filled in properly.
- Collect monthly vehicles log sheet from IMA World Health and rented vehicle drivers and evaluate each vehicle's fuel consumption, availability, and utilization.
- In the case of accidents, communicate and take /facilitate to take/ necessary action as per Corus Vehicle Overseas policy as well as follow up the necessary procedures (Insurance Company, traffic police etc).
- Check all vehicles are properly functional and ensure the work has been done correctly after repair or service has been carried out.
- Ensure that all drivers have valid and up-to-date licenses and annual drivers' eye test is conducted.

Responsibility 3: To Provide effective assets and warehouse management, by:

- Update country's FAR- fixed asset register master list regularly and share to the management as per IMA's and donor's assets management policy and procedures.
- Ensure all organization's assets are properly recorded and tagged as per IMA and donor's asset management policy
- Coordinate with field offices and get monthly stock report, then review and consolidate the report for management consumption and manage the routine disposal of assets as per IMA policy.
- Ensure the efficient and compliant disposal of assets and work closely with all programme areas to manage the asset disposal process to completion.
- Report immediately when discrepancies, theft or damaged inventors identified or suspected.
- Check store's physical structure and report immediately when maintenance is required
- Ensure all store documents are properly used in all time.
- Monitor sensitive or perishable supplies like medicine with due care and ensure proper store handling in placed and ensure medicines are issued within a reasonable shelf life.
- Establish good checking system for arrived supplies involving relevant technical team.
- Maintain health and safety in the workplace.
- Plan, recruit and manage casual workers for loading and offloading supplies.

Required Qualifications

- Minimum Qualification required: Bachelor's Degree in Logistics & procurement or any other related fields.
- Experience: At least 3 years above experience in Logistics & procurement.
- Technical Skills & Abilities:
 - Professional experience related to Logistics & procurement Management in NGO setting
 - Knowledge of international humanitarian standards for Procurement & Logistics Mgt.
 - Ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity
 - Strong proven skills in logistics, procurement, HR, security, and/or financial management.
 - Fluency in English



- Good communication and interpersonal skills, and the ability to work in a team
- Willingness to support IMA's mission.

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or hand delivered to IMA Office. Deadline for submission is:

Monday September 5th, 2022, by 5 PM.

Include Name of the position and location in email subject line or on the envelope clearly marked

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only

