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Approved by
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INTERNATIONAL MEDICAL CORPS

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JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Procurement Officer (01)
Country Program:	South Sudan
Location of Position:	Malakal.
Position Opened for:	South Sudanese only (Internal and External)
Desired Start Date:	01/07/2021
Advertised date	20/05/2021
Closing Date for Applications:	15/06/2021

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Summary of the Duties and Responsibilities.

PURPOSE OF THE POSITION: PROCUREMENT OFFICER-PROCUREMENT

The Procurement officer is responsible for providing procurement support and overseeing the overall logistic processes in support of the objectives of the organization. They are responsible for the planning, oversight, and management and coordination of procurement support operations to ensure smooth accomplishment of projects. The



procurement officer job description entails procurement for project, as well as coordinating, directing, and monitoring activities of contractors, and others involved in executing an assigned project. It also involves ensuring that a project takes-off and is completed smoothly by ensuring that goods and items are delivered as and when needed and cost effectively.

The Procurement Officer

He is responsible for assessing products, services and suppliers and negotiating contracts. They are also responsible for ensuring that approved purchases are of a sufficient quality and are cost-efficient. A Logistic Officer must oversee and coordinate various tasks in order to maintain adequate levels of supplies, water and other supplies and equipment for adequate for IMC operations. The core Logistic Officer duties and responsibilities.

Procurement

- Overseeing all activities of the purchasing department in the site of operation.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Carrying out price surveys and coordinating market assessment
- Researching and evaluating prospective suppliers.
- Preparing cost analyses, and reports
- Track payments and keep the online PTS updated



Coordinate and Track Shipments

Once order requests or purchase orders are received, it is up to the Logistic Officer to manage the pulling and packing of materials and arrange appropriate storage and transportation from the Juba transit Warehouse to the site. Among the tasks that will need to be completed in this responsibility include freight consolidation, cost analysis, routing and scheduling (in order to avoid piling up of excess stock at the site due to limited space). Logistic Officers must also track shipments to ensure they arrive on time and that shipment and delivery processes adhere to IMC regulations especially the handling of health commodities.

Analyze Supply Chain Systems

The Logistic Officer must ensure that all aspects of a Procurement team, such as warehousing and procurement, are working together to fill orders and deliver materials on a timely basis. In consultation with the site manager they will review all processes and systems in place and implement procedures



according to IMC plans and procedures as needed. They are also responsible for creating and maintaining contingency plans and ensure continuity of business.

Monthly procurement reports

- Ensure monthly reports are submitted timely including: Online update of the Procurement Tracker, contract tracker, market survey monitoring report, project cycle report, deviation register, BPA tracker and all other related reports as and when required.

Procurement Officer Requirements and Qualifications

- A minimum of Bachelor's degree in Logistics, Business administration, or Transportation, or Supply Chain Management, or in a related field
- High school degree or equivalent
- Solid knowledge and understanding of procurement processes, policy, and systems
- Minimum 2 years' experience as a procurement officer or related position
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Ability to analyze problems and strategize for better solutions
- Ability to negotiate, establish, and administer contracts
- Excellent verbal and written communication skills
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail

Ability to work well with management and staff at all levels **Goal-oriented, organized team player**
Deep knowledge of supply chain management environment. Proficient in using spreadsheet software and databases. Ability to Work independently and within teams. The successful Logistic Officer will possess strong organizational, customer service and communication skills. They would be detail-oriented team players with the ability to multi-task and meet deadlines. As Logistic Officers typically work with computers and warehouse equipment and tools, strong technical skills are helpful. In addition to these general skills, a Logistic Officer could be expected by potential employers to possess the following skills.

Core skills: If you want to work as a Procurement Officer, focus on the following

- Understanding warehouse and inventory computer systems
- Creating shipping/delivery routes and schedules
- Tracking shipment progress
- Understanding safety/security processes and procedures



Sexual Exploitation and Abuse

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.



Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Competencies: -

- Good organizational, forecasting and planning skills with the ability to review establish and implement effective warehouse management systems.
- An understanding of requirements of a rapid response emergency operation.
- Attention to details and excellent numeracy.
- Diplomacy, agile, tact and communication and negotiation skills.
- Fluent spoken and written English and Juba Arabic local dialects
- Flexibility, adaptability to work under tight deadlines and pressure.

Success factors: -

- Conscientious with as excellent sense of judgment
- Ability to work simultaneously on multiple tasks.
- Willingness and ability to work effectively with a wide variety of people.
- Ability to work as part of a team and coordinate with project personnel.
- Computer literate and strong organizational skills.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria



Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com.

Please do not submit your CV or application to this website, it will not be considered for review

