



## VACANCY ANNOUNCEMENT



Position	Procurement Officer
Location	Juba
Reporting to	Procurement Manager
Posting date	8 <sup>th</sup> July 2020
Application closing date	25 <sup>th</sup> July 2020, 5:00pm

GOAL is global humanitarian organisation who works with communities to help them respond to and recover from humanitarian crises, and to assist them to build lasting solutions to mitigate poverty and vulnerability. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

### Overview of the position

The procurement officer is responsible for the management and administration of RECOVER Project procurement cases on behalf of the procurement department in order to facilitate the smooth running of RECOVER Project in South Sudan. S/he is to ensure that orders for goods and services are processed promptly and good value for money is obtained according to the existing GOAL Logistics and Procurement Guidelines.

### Key Responsibilities

- Receive and process orders assigned by the Procurement Manager from the field sites and Juba Office, checking that the order has been correctly filled, that quantity/specification is possible, that proper coding has been provided and that order has been properly authorised;
- Prepare necessary request for quotation for all required suppliers and service providers, with all specifications, indicating closing dates to receive quotations,
- With strict adherence to GOAL rules and regulations, receive quotations for local/files procurement requirements and prepare a bid analysis on the quotations and make recommendations to award a contract/purchase order, prepare required local purchase orders (LPOs) ensuring correctness and details of specifications, quantities and financial information for submission and approval.
- Acknowledge orders received, and where possible, provide initial feedback on costing estimates and delivery times.
- Liaise with requesters/Budget Holders to develop specifications when required and provide cost price estimates.





- Ensure compliance with GOAL procurement policies and in-country Sop's, assist in the maintenance of the vendor roster, and participate in market surveys as required.
- Assist the PM in the creation of FWA's in accordance with instructions from the LC and ADCS.
- Ensure all procurement files are held in soft copy in the logistics folder on the shared drive, and the completed file is correctly named.
- In liaison with the Logistics Department, coordinate the reception of goods from suppliers and follow up with suppliers / transporters on items missing or damaged in transit.
- Ensure that the Purchase Order is completed with donor details, delivery dates and times and is submitted to the warehouse before delivery of the goods.
- Assist to ensure payment of suppliers is made promptly and that the finance department receives all the necessary documentation.
- Ensure procurement is undertaken in a timely manner to minimize disruption to programmes.
- Ensure that the inputs from the individual tracker is shared with the Procurement Manager and Database officer for update of the order tracking sheet.
- Develop a clear knowledge and understanding of GOAL procurement procedures and ensure that all purchases are fully compliant with GOAL donor rules and standard procurement regulations.
- Ensure the receipt of all goods procured locally is properly recorded using the correct GOAL documentation e.g. GID and a copy is filed with the finance paperwork.
- Any other task as designated by the line manager or management.

### **Requirements for the position:**

#### **Essential**

- Degree in Procurement, Logistics, Supply Chain Management, Business Administration majoring in Procurement & Supply chain Management.
- At least 3 years' experience in procurement management.
- Good IT skills MS Excel, Word, outlook, and PowerPoint
- Good written and verbal communication skills in English and Arabic
- Good negotiation skills.
- Person must be a South Sudanese national.

Approved - Labor  
HQRs  
8/7/2020

#### **Equal Opportunities**

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender. All interested and qualified candidates are encouraged to apply.

#### **Safeguarding**

Children and vulnerable adults who come into contact with 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.

### **General Terms and Conditions**

This Vacancy Announcement only serves as a guide for the position available. GOAL reserves the right to change this document.

### **HOW TO APPLY**

Email your cover letter, CV and scans of certificates to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie)

State the position you are applying for in the email subject line.

Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received

**Closing date: 23<sup>rd</sup> July 2020, 5:00pm, Applications received after this will not be considered.**

**Please note that only shortlisted candidates will be contacted.**