



VACANCY ANNOUNCEMENTS



PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps began programming in Sudan in 1985, and has been operating in states of what is now South Sudan since 2005; operations have continued since the independence of South Sudan in 2011. We have been working to meet people's immediate needs, and with communities, to build local capacity and promote economic development, especially with the eruption of violence in December 2013. Mercy Corps South Sudan's priority areas are food security and livelihoods (focusing on cash assistance, market-based solutions in agriculture and economic development), WASH and Education. Mercy Corps has been implementing project, which combine agricultural, economic development, WASH, Education and other humanitarian interventions to tackle the convulsive crises affecting vulnerable communities.

Vacancy: Procurement Officer

Reports to: Operations Manager

Duty Station: Juba

Duration of Assignment: (12 Months renewable)

Deadline of Application: 30th July 2021.

GENERAL POSITION SUMMARY:

The Procurement Officer will procure goods and services to support the Mercy Corps South Sudan program in Juba and covering all the field offices: Mundri office, Bentiu office, Koch office, Ganyiel office and Nyal office and be responsible for all procurement activities including soliciting vendors, contracting vendors and other procurement related responsibilities.

S/he will work extensively with other departments to ensure that all program goods and services are procured successfully in accordance with Mercy Corps procurement policies and timely. He will work with the warehouse team in the operations unit to ensure that all goods and services are delivered, inspected and transported to the program locations in a timely manner and accurately documented.

ESSENTIAL JOB FUNCTIONS:

Procurement

- The candidate must fully understand the procurement policies and formats to undertake procurement processes and responsibilities.
- Train other staff as needed on creating clear and understandable purchase requests and other procurement documentation.
- As and when requested, collects quotations and bids from the market for requests as per Mercy Corps standard policies.
- Make sure that all required documentation of supplies and transactions are completed and filled correctly.





- Maintains and updates procurement files as often as required for easy reference and follow up.
- Prepares payment requests and follows up with status to ensure vendor payments are always done in a timely manner.
- Ensures procurement of goods and services is done in accordance with the "value for money" principles

Logistics/ Warehouse and Assets

- Support Mercy Corps staff to receive and inspect goods and services before acceptance and delivery to program sites.
- Ensure MC vehicle, motorbike and generator are routinely serviced and maintained in good condition.
- Support all users of MC vehicle(s) and motor bikes understand and adhere to MC fleet policies.
- Support and ensures that a proper documentation is done to receive and dispatch items from the store.
- Inform the program staff of new commodities arriving to the store for them to inspect and accept.
- In accordance with MC policies, ensure that all assets procured are recorded by Asset Controller at arrival and stored in the warehouse using proper documentations.

KNOWLEDGE AND EXPERIENCE:

- Degree in a relevant business field is desired.
- Minimum 2-3 years' experience in supply chain management; international business or related field.
- Strong organizational skills.
- Ability to interact effectively with international and national personnel.
- Good oral and written English skills.
- Good computer skills on MS Office programs, especially in MS Excel, MS Word
- A demonstrated ability to multi-task and process information into action as to not delay program activities.
- A clear understanding of procurement ethics and donor compliance is essential.

SUCCESS FACTORS:

- Ability to work simultaneously on multiple tasks
- Willingness and ability to work effectively with a wide variety of people
- Excellent interpersonal skills
- Ability to work as part of a team and coordinate with project personnel
- Good spoken and written English
- Computer literate and strong organizational skills.

Apply to: Mercy Corps Office

All applications will include CV, and all relevant copies of official documents, should be submitted in person. Or by email: **ss-apply@mercy Corps.org**

