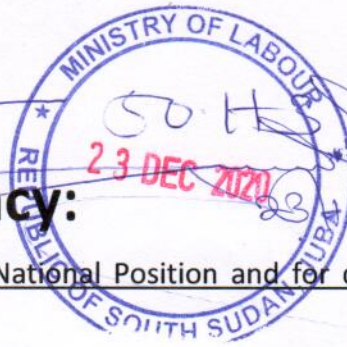


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## Job vacancy:

**Procurement Officer** (This is strictly a National Position and for diversity; qualified females candidates are highly encouraged to apply).

**Help - Hilfe zur Selbsthilfe (Help)** is a non-profit, independent organization, founded in Germany to respond to humanitarian needs during the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, **Help** provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, **Help** receives funding and highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and positive impact on the persons we serve.

The overall objective of the **Help – Germany** in South Sudan program is to assist the most needy South Sudanese to respond and react to community WASH, Nutrition & Food Security needs. To achieve this objective, Help - Germany implements a multi-sectoral program that includes Food Security & Livelihood, Nutrition, WASH as key activities. Help - Germany currently works closely with the County WASH Departments in large scale county wide WASH and Nutrition programming. Help's Nutrition and Food Security programming is expanding its outreach mechanisms and introducing new initiatives. Help - Germany has program activities in Lakes State.

**Scope of position:** Full-time (40 hours/week)

**Place of work:** Juba, Coordination Office, with regular field support visits.

**Contract Duration:** 6 months with possibility of extension.

**Reporting To:** Logistics and Safety Coordinator

### Objective

Responsible for ensuring all requests for goods/supplies, works and services by programme teams are timely fulfilled; purchasing goods and works/services up to the limits laid out in the Procurement Policy and guidelines, identifying and selecting the most appropriate suppliers/vendors to fulfil Purchase Requests. The Procurement Officer will strictly abide by procurement procedures of Help-Hilfe zur Selbsthilfe (Help) at all times and be able to demonstrate highest standards of integrity and ethics.

### Key Responsibilities:

- Advise the Logistics Coordinator & Finance Director of significant procurement issues affecting project implementation.
- In consultation with the Logistics Coordinator and Finance Director, agree payment terms and conditions with commodity suppliers and oversee timely processing of all invoices.
- Provide procurement support during project preparation; and project implementation of the projects portfolio funded by Help and other external donors.
- Liaise with the project staff to identify procurement needs and support in defining material specifications
- Plan, manage and provide technical advice on the procurement activities following Help/Donor rules and regulations



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Mobile: + 211 (0)928 123 633



- Regularly review the Purchase Requests Forms (PRFs), Procurement Tracking Sheet making sure that it is strictly updated and shared among all stakeholders on a weekly basis.
- Advise the programme Tender Committee members on preparation for request for proposal, invitation to bid and request for proposal.
- Evaluate offers and make recommendations for the finalization of purchases and the award of contracts
- Ensure procurement activities are carried out in strict adherence to Help's procurement guidelines as stipulated in the Program Procurement Manual.
- Process all the purchase orders within the delegated authority.
- With delegated authority of Logistics Coordinator, advise and coordinate negotiations with all interested parties including contract disputes and claims.
- To submit weekly and monthly progress reports to the Logistics Coordinator.
- In partnership with the Logistics Coordinator, analyse the business environment and identify potential clients and business partners to pursue new opportunities, always ensuring cost effective and mutually beneficial terms.
- With close liaison of Logistics Coordinator and FSL Manager; organize and establish sound systems for effective and efficient oversight and management of Food Security & Livelihood - FSL items procurement process, in line with the relevant Help and donor procedures, budgets, time frames and compliance requirements.
- In the absence of Logistics Officer, carry out customs clearance of cargo on behalf of Help, making proactive arrangements to ensure that all docs necessary for customs clearances are in place before imported goods in transit arrive at border customs.
- Process all quotation and purchase requests from program teams, fulfilling requests from either Juba Coordination office of Field, completing electronic and hard copy documentation efficiently.
- In consultation with the Logistics Officer, arrange appropriate freight forwarding (local air transport) or road/river transport for orders including all documentation procedures. Ensure documentation is returned from the field as appropriate.
- Provide weekly and ad hoc information to programme Managers/Officers/Focal Points on the status of Purchase Requests and related repair services requested.
- Monitor and evaluate keep record/log supplier service levels i.e. lead-times, deliveries, after-sales service etc. for their KPIs and future references.
- Help identify potential new suppliers for current and new goods and services e.g. performing market researches and surveys etc.
- Identify potential sources of goods and services in local areas/Field, meeting supplier representatives as appropriate, request and assess competitive quotations, agree prices and delivery dates, monitoring progress/status regularly, updating relevant stakeholders.
- With direct support from Logistics Coordinator; ensure that donor restrictions are communicated to and understood by southern Sudan Help area management and main suppliers.
- Maintain all Procurement records including an effective filing system for storing procurement documentation to enable tracking and auditing.
- Ensure all staff involved in the procurement function understand and follow Help standard procurement procedures.
- Ensure that procurement tasks and activities are carried out in accordance with signatory codes of conduct and accepted good practice.
- Promote opportunities to encourage openness to learning from staff and assist in identifying issues from operational experience for analysis, dialogue and possible incorporation into future good practice and formulation.
- Provide support and guidance to Help team members to ensure all procurement activities are compliant with standard operating procedures.
- Support the induction of new staff, ensuring their familiarity with global Procurement Procedures



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## Qualifications/Skills:

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Higher Qualification in logistics/ procurement/ business management Or related qualification.</li> </ul>	Institute of Purchasing and Supplies (CIPS) or MCIPS
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>One year's experience in the following areas</li> <li>Procurement</li> <li>people management</li> <li>logistics</li> <li>Project implementation</li> </ul>	<ul style="list-style-type: none"> <li>Working to SPHERE Standards, People in Aid and Red Cross Codes of Conduct</li> <li>Experience in tendering procedures for multiple Christian donors</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent Negotiation, problem solving and training skills</li> <li>Excellent written and verbal communication skills (including ability to communicate effectively in a particular language other i.e. Arabic than English.</li> <li>Ability to learn fast</li> <li>Computer literate – excel spreadsheets</li> <li>Administrative skills</li> <li>Ability to communicate confidently and comfortably with external Actors.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to speak, read and write efficiently in English. Similar in Arabic will be added advantage</li> <li>South Sudan driving license</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Emotionally &amp; psychologically rational and mature</li> <li>Commitment to outmost integrity, accountability to beneficiaries and transparency, showing dignity and respect.</li> <li>Team player</li> <li>Ability to remain calm under pressure</li> <li>Willingness to travel to remote locations and live in basic conditions</li> </ul>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills, an approachable working style, sensitivity to the needs of others</li> <li>Flexible and adaptable</li> <li>Ability to remain calm under pressure</li> </ul>

### We offer:

- An international working environment characterized by a high level of commitment and team spirit
- Flat hierarchies and flexible working hours
- Performance-related and attractive remuneration

Please send your application stating your salary expectations and earliest availability (**please only: cover letter, CV, professional qualification, certificates as well as three references in a file attachment and max. 5 MB data volume!**) by e-mail until **Monday 18<sup>th</sup> January 2021, Time 5:30 PM** to: [recruitment-ssd@help-ev.de](mailto:recruitment-ssd@help-ev.de) . Address your application to: **The Human Resource Department, HELP – Hilfe zur Selbsthilfe, South Sudan.** **Subject Line:** Application for Procurement Officer Position: Please also state in your application where you found the job advertisement. People with disabilities will be given preferential treatment if they are suitable for the position and for diversity; qualified females are highly encouraged to apply. Further information on our work can be found at [www.help-ev.de](http://www.help-ev.de).

Hard copy applications in a sealed envelope may be delivered to the Country Coordination Office during **working office hours**.



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