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CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

Position:	Procurement Officer
Department:	Procurement
Location:	Juba
Provides supervision to	Assistant Procurement Officer
Reports to:	Procurement Manager

Purpose of the job.

The role of Senior Procurement Officer is responsible and accountable for the implementation and monitoring of the Country Office procurement policies and procedures ensuring that all goods and services, including consultancies, are sourced in a transparent, value for money and efficient manner in line with CARE, Donor and Government regulations.

SPECIFIC RESPONSIBILITIES:

- To ensure that CARE South Sudan is provided with the Goods, Services and Consultancy support necessary for accomplishing the organization's strategic and tactical objectives:**
 - As a senior member of the Program Support Team, participating in team strategic & operational planning, and contributing personal expertise in resources and people management
 - As requested by supervisor, leading the administrative planning for Procurement
 - Overseeing the work of the Procurement function, ensuring that the following are managed well:
 - Planning for Procurement
 - Vendor selection and management
 - Purchasing Goods/Services/Consultancy
 - People management
 - Leads on development of Communications strategy and ensures all public messaging is in line with the country advocacy priorities, CARE communications guidelines, verified by technical staff and signed off by the Country Director.
 - Works with Program team to develop a wide range of high quality traditional and new media communications materials for advocacy and resource mobilization purposes.
- To support the development/reviewing and implementation of policies and strategies that will ensure smooth running of the CARE South Sudan Procurement Unit including but not limited to:**

- Being fully aware of CARE policies, procedures and Donor rules and regulations and ensuring they are applied in the local context and according to South Sudan laws. In the case where CARE policies and Donor rules and regulations are not contradictory with national laws, raise with accountable manager for direction
- Implementing Procurement policies that adhere to both CARE USA Procurement Policy and Donor Rules and Regulations
- Monitoring the performance of existing systems and procedures in order to identify improvement needs and reporting to accountable managers for corrective action
- Overseeing the production of reports concerning the management of resources

3. To assist in the development and implementation of the procurement plans that will support CARE South Sudan's operations in the most cost effective and efficient manner. Including, but not limited to:

- Assisting requestors with additional information for procurement planning
- Preparing monthly procurement cash forecast for use in Finance
- Participating in and contributing to the Unit operational planning in order to understand procurement needs and supporting the procurement planning for the organisation in general
- Collating procurement requests into a plan that will result in most cost-effective purchasing
- Following approved CARE Procurement Policy, Procedures and Processes at all times and ensuring required number of bids from approved suppliers are done as required by policy
- As a member of the procurement committee ensuring that all documentation required for analysis and or review is prepared and presented to the committee for comprehensive decision making.

4. Coordinating and managing Vendor pre-qualification and evaluation process to ensure the process follows procurement best practices; the process is transparent and ensures the best value for money therefore contributing to the success of Care South Sudan. Including but not limited to

- Leading the development and preparation of bid documents to ensure that the most technical and financial sound suppliers are identified to provided services to Care South Sudan
- Participating in the pre-qualification and selection process of identifying suitable competitive suppliers that will result is having in place technically competent suppliers.
- In partnership with Admin ensure potential vendors are vetted against Anti-terrorism and Banned lists thereby ensuring vendors identified for selection are not on any of these lists; in the case of false matching, carrying out further investigations requesting for more identification and clearing name where possible before using Vendor; in the case of 'true' match, discard using that vendor; document the whole process and file accordingly
- Coordinating feedback and communication to all bidders thereby ensuring an effective and transparent system that communicates positive and/or constructive feedback to bidders in a timely manner
- Reviewing and analysing supplier performance against Purchase Order requirements in order to establish relevance and performance that will enable the procurement team to provide objective performance feedback to both Procurement Committee and the Vendor.
- Providing support to Procurement staff and Procurement Committee thereby ensuring vendors performances are reviewed, evaluated and Vendor's file updated accordingly on annual bases; and having in place a procurement committee approved list that clearly state names or positions selected to serve on committee and file according
- Adding vendors who meet selection criteria and are approved by the Procurement Committee to the 'Approved Vendors' List; based on negative evaluation for performance and with approval from procurement committee, remove non-performing vendors from Approved Vendor List and ensure the reasons for removal is documented, approved and filed accordingly

5. To assess and select vendors for the vendor list, drawing up contracts according to Care South Sudan procedures in a way that builds long term and mutually beneficial relationships: Including but not limited to:



- Developing contractual agreement with Required Vendors in line with CARE Procurement Policy, ensuring that CARE South Sudan interests are protected and that the resultant contract is legally compliant
- Educating suppliers so that they comply with CARE procedures and provide proper documentation that will ensure timely payments to be made; and providing vendors with tax exemption information in advance.
- Monitoring and reviewing all contracts to ensure that all procurement activities of Care South Sudan comply with legal and contractual obligations, especially that timely payments are made; reporting to the appropriate accountable manager in the case of non-compliance
- At all times behaving in a manner that will build trusting and mutual supportive relationships between Care South Sudan and their suppliers
- Supporting Accountable Managers to understand status reports and providing them with all information necessary for taking action
- Following up on procurement issues raised during audits

6. To procure goods and services in accordance with the procurement request, including: specification, quality and timescale. Including but not limited to:

- Consulting with requestors in order to fully understand their requirements, advising them as appropriate
- Analysing cost benefits and supporting budget holder to make appropriate purchasing decisions
- Ensuring purchases meet the request made and engage vendors in the case where that is not the case and make effort to resolve challenges amicably
- Providing supervisory oversight ensuring when carrying out purchases, dedicated procurement staff review request; use the correct solicitation method for requesting to purchase (Sole Source or Competitive bids including Public tender)
- At all times, ensuring professional and cordial relationships with internal and external stakeholders

7. To Co-ordinate and supervise procurement needs of Juba and field-offices thus ensuring that all procurement policies, procedures are adhered to and where not the case, raise with accountable managers. This requires monitoring of all procurement processes in Juba and sub-offices to maintain economy and efficiency of operation. Including but not limited to:

- Liaising with program colleagues to understand their resourcing needs and to gather customer feedback
- Developing excellent knowledge of Donor rules and CARE procurement procedures and ensure CARE South Sudan procurement complies
- Supporting the development of Value for Money strategies and a framework for all Care South Sudan procurement activities. Regularly assessing performance against agreed Value for money key performance indicators, and taking the necessary corrective action
- Maintain costing data to enable budget holders to have ready and easy access to prices for budget formation.

8. Liaising with Regional office in Nairobi to coordinate International procurement

- Approved purchase orders within limits of authority (Managing within thresholds).

9. To support the Procurement and field staff responsible for providing procurement functions in a manner that empowers them to deliver excellent customer service and high standards: Including but not limited to:

- Communicating to the Procurement team a clear and exciting vision for the work of CARE and the role of Procurement in supporting the organisation; ensuring that work is planned and organised in a way which will meet the needs of Users in the most cost effective manner possible; ensuring that team members are given appropriate workloads and are working efficiently
 - Providing technical support to staff responsible for performing procurement functions in the field; from time-to-time making effort to travel to field offices to support, train and evaluate staff responsible for performing procurement functions and provide feedback to accountable managers
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- Ensuring that each member of the team and those performing procurement functions fully understands the outcomes that are expected of them and that they are aware of the relevant operating policies and procedures; ensuring that they behave in a way which will maintain good relationships with vendors, partners, visitors and CARE staff
- Setting performance objectives with staff, monitoring and reviewing their performance and, in particular, holding staff accountable for meeting the success criteria and delivering any improvement goals which have been identified; taking decisive action in the case of poor performance
- Ensuring Unit PARs are done on time and submitted accordingly

Qualification and Competencies:

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- **Minimum Qualification required:** A bachelor's degree in Supply Chain management; Business Administration or related subject area from a recognized institution
- **Experience:** Minimum 3 yrs. experience as in procurement
- **Preferred:** Finance, business administration and negotiations experience.
- **Technical Skills & Abilities:**
 - Strong supervisory skills to enable holder to supervise both the Procurement officer and the Assistant Procurement Officer
 - 3 or more years' experience in supply chain function within either in INGO, Private or Public Sector
 - At least 2-years supervisory experience
 - Can work independently with minimal close-support from the supervisor.
 - Will take the initiative and consistently provide practical solutions to urgent problems.
 - Good communication skills both oral and written.
 - Strong people supervisory skills
 - Computer skills in Microsoft Office,
 - Language skills: English and South Sudanese Arabic
 - Influencing and negotiating skills
 - Customer Services oriented

HOW TO APPLY

The position will be based in Juba. This position is ONLY open to South Sudanese Nationals.

Opening Date **11th March 2021** and Closing date for receiving application will be **30th March 2021**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: **CARE Office NPA Building 3rd floor, Martyrs Street.**

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

