



Vacancy announcement

Procurement and Logistics (ProLog) Officer for DanChurchAid's South Sudan Country Office

DanChurchAid (DCA) is looking for an experienced Procurement and Logistics (ProLog) Officer. The position is for one year, position with the possibility of extension based on performance and donor funding. Duty station will be Juba with travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism, and staff welfare as a priority, creating an efficient, open and inspiring work environment for all.

Contribute to the efficient and effective procurement and logistics management of the DCA South Sudan Office, with a responsibility for the management of the procurement and logistics needs of DCA South Sudan programme and project portfolio inclusive of HMRA activities.

Oversee, train, advice, assist and liaise with, all DCA staff and relevant stakeholders involved in DCA programmes and projects in South Sudan, to ensure the appropriate and effective use of the DCA Procurement Manual and the efficient procurement by partners of materials required, in a timely manner. These include cooperation and coordination with implementing Partners, DCA South Sudan Office staff, HQ Procurement Advisor and DCA Procurement & Logistics Department in Denmark.

Make sure all office machines (computers, printers, routers, etc) are working properly, all software installed and updated regularly also ensuring Local Land Network is maintained The Explosive Ordnance Risk Education Assistant will be responsible for.

Procurement.

- Take charge of all DCA South Sudan Office procurement needs by managing all type of tender procedures, obtain quotation, place orders/contracts by suppliers as per DCA procurement manual as well as disposal of assets, including framework agreements with pre-qualified suppliers (eg. for office supplies, hotels, flights) including ensuring that all vendor complaints and concerns are addressed promptly to ensure that the projects continue to receive uninterrupted services at all times.
- Ensure proper archiving of all DCA South Sudan documentation (Procurement files, key project documents, finance and accounts, etc.)
- Ensure professional implementation e.g., through frequent and in-depth monitoring visits, of DCA's procurement and logistics activities according to the DCA Procurement & Logistics Manual
- Support implementing DCA staff and partners in developing Procurement Plans and Lot Breakdowns
- Provide procurement advice & backstopping support to DCA staff and partners.
- Build capacity of partners and DCA staff in DCA Procurement Manual and donor rules



- Carry out regular Procurement monitoring visit to DCA offices and Partners to ensure proper implementation and usage of DCA procurement procedures and forms (please use GEN 18 when appropriate and as a part of your visits).
- Plan and carry out procurement training workshops for staff and partners in liaison with the CD and the HQ ProLog advisor.
- Monthly Skype Coordination Meetings with HQ Prolog Advisor
- Provide inputs regarding procurement prior to finalization of concept notes and full applications for back donor funding
- Ensure that once Procurement Plans (PP) are finalized and approved should be uploaded on Intranet under relevant project folder (PPD)
- Ensure that once the project is closed, relevant PP should also be closed, and final updated PP should be uploaded on Intra as well.
- Prepare monthly and or quarterly procurement progress reports and share with field staff.

Logistics.

- Work with the HR/Admin Officer to ensure that all DCA logistical activities (e.g., travels including hotels and flights) are efficient and based on framework agreement with service providers.
- Maintain updated assets register for DCA South Sudan assets.
- Work with the HR/Admin Officer to develop and implement strategies for procuring, storing, and distributing of office stationery and maintaining stock levels.
- Develop and manage tracking systems of DCA South Sudan assets and equipment by issuing and using Asset Contracts.
- Ensure, to manage fleet of all DCA South Sudan Country Office (CO) vehicles.
- Provide monthly as well as ad hoc analysis re. fleet management (fuel consumption; cost of repairs, etc.) by using appropriate forms as per ADMIND requirement
- Ensure that proper DCA Logistics forms are used when uploading such reports into ADMIND but also when keeping soft copies into computer.
- Participate in procurement and logistic network(s) if relevant.
- Coordinate procurement for emergency intervention in different areas within South Sudan

Monitoring of Procurement Activities (10%)

- In discussion with the CD (who approves), HoP, relevant DCA colleagues and in coordination with partners, plan for field visits of the projects including preparing ToR's on issues to be dealt with.
- Within a maximum of 5 working days after coming back from the field, prepare a monitoring report with observations and recommendations to be shared with partner organization, HoP and relevant colleagues (eg. area manager program officer, finance, etc) and CD. Final report uploaded on the intranet.
- Bring to the notice of the HoP and Program staff any matter, which might be hampering the smooth running of the project.
- Where relevant share experiences from the monitoring visits and partners meeting with other stakeholders i.e. other donors of the project, ACT network, etc

General and other specific tasks (5%)

- Take active and constructive part in the teamwork at the DCA South Sudan Office.
- Ensure that excellence in performance by the partner is recognized and such cases may be brought to the attention of the CD.
- Build and develop meaningful and effective relationship with partners at all levels and other NGOs in South Sudan and with other people of importance to DCA's work.
- Take active part in the discussion and developing of the country strategies, annual plans, accountability framework, risk assessment etc.
- Assist in building up an inventory of consultants and capacity building institutions relevant to the work of DCA.
- Carry out your work diligently and efficiently, respecting deadlines and other colleagues' workload and priorities.
- When DCA SS office receives visitors, whether they be volunteers, journalist, politicians, consultants or others, be willing to assist with facilitation including logistical arrangements.
- Assist in the emergency operations of DCA and any other duties assigned as the situation may demand.

We are looking for a colleague with the following qualifications:

- Bachelor of Procurement and Logistics Management or preferable related field
- Minimum of Five (5) years of relevant work experience with INGOs
- Strong knowledge of donor procurement rules and regulations
- Very strong communication skills (oral and written English)
- A team player with an open, compassionate, humorous disposition.
- Flexible, patient and persistent personality.
- Driving knowledge and valid driving Licence is a **MUST**
- Candidate ready to embrace the four DanChurchAid values of **compassion, proactive, responsible, and respectful.**

DCA is an equal employer, so, we encourage women to apply and this position is open only for South Sudanese national.

Interested candidates should apply through <https://www.danchurchaid.org/join-us/jobs>

The deadline is November 9th, 2021.