ICRC

International Committee of the Red Cross (ICRC), South Sudan

The International Committee of the Red Cross (ICRC) is an impartial, neutral, and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

Disclaimer:
The ICRC does not request any form of payment at any stage of the recruitment process (application, interview, processing, training, or any other fees). Any such request is fraudulent and should be reported immediately. Only shortlisted candidates will be contacted.

External/Internal Vacancy Announcement

FUNCTION:	Buyer 2
NUMBER OF POSITIONS:	01
PLACE OF EMPLOYMENT:	Juba
CONTRACT DURATION:	12 Months

Purpose

The Buyer is to implement the category strategies in South Sudan and support the Country Procurement Manager to manage product assigned category management for the country.

S/He should assure that local implementation plans for the regional/global strategies as well as supplier panels are established, with the target to create best value for money for the ICRC.

The Buyer is responsible for the procurement of Engineering & Wathab Services, Vehicle Fleet related goods and services, Logistics 3PL services, Administration and Premises related supply and services (independent of the requesting department) and the ICRC Delegation in Juba as well as for the ICRC Sub Delegations and offices in South Sudan securing the best correlation of quality, price and delivery time.

Main Responsibilities

Procurement Planning and Coordination

- Plan and coordinate procurement and logistics files at the national level.
- Maintain contact with logistics focal points in the sub-delegations for file follow-up, guidance and quality assurance in project and file management.
- Report on national procurement and logistics files to the CPM.
- Maintain regular contact with coordinators and their teams to support projects from the beginning.
- Contribute to the procurement and logistics strategy by anticipating needs, implementing the strategy, planning and setting up actions at the national level.
- Implement the organisation's strategic purchasing orientations, with an emphasis on quality, social and environmental (QSE) requirements.
- Propose improvements to procurement processes

Purchasing and Supplier Management

- Source, assess and evaluate suppliers in collaboration with the direct supervisor and update supplier master data.
- Anticipate needs and research the availability of goods and services.
- Follow up on the supply process, from quotations and tenders to supplier selection and delivery, including negotiations and contract establishment.

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- Update supplier performance indicators and conduct yearly supplier evaluations.
- Monitor the availability of goods and services in the national market and maintain the supplier database.
- Negotiate purchasing terms and conditions with suppliers and monitor deliveries to ensure compliance with contracts.
- Conduct market surveys and price and quality analyses, and regularly visit and prospect potential suppliers.
- Develop and maintain a network of procurement-related contacts at the national level.

Order Management and Supply-Chain Coordination

- Participate in collaborative demand planning with the Demand Planner and integrate the resulting decisions into the purchase plan.
- Receive and analyse approved SDs or SPs from the SCOs and seek clarification from requesters where necessary.
- Review procurement requests and technical specifications to ensure their appropriateness and completeness.
- Determine product specifications and sources of supply in cooperation with Supply Chain Planners and SCOs.
- Follow up on procurement orders until goods and services are delivered by the supplier.
- Ensure orders are delivered on time and that received goods are checked and approved by the requester.
- Liaise with other supply-chain units to ensure appropriate financial arrangements, import and export procedures, transfers, warehousing and reporting.

Quotations, Tenders and Contract Management

- Check prices for requested items and obtain pro forma invoices or price offers from suppliers.
- Prepare and send requests for quotation (RFQs) using the LOG Standard Item and Supplier Database.
- Ensure RFQs contain all relevant information to support transparent supplier selection.
- Organise tenders for major purchases and submit supplier selection tables with supporting documents.
- Ensure compliance with standard purchasing procedures and obtain the required approvals.
- Prepare purchase orders and contracts where necessary, ensure the legal validity of contract terms and confirm suppliers' agreement to the terms and conditions.
- Seek the necessary approvals from Nairobi and/or Geneva (GVA), in accordance with financial rules.

Finance, Administration and Reporting

- Ensure requesters comply with financial procedures, particularly expenditure authorisation requirements.
- Provide requesters and Finance with updated information on purchases, including amounts and timing.
- Check and process supplier invoices, ensuring all supporting documents are available and submitted for approval and payment.
- Ensure working advances are settled accurately and on time.
- Resolve quality claims before validating supplier invoices.
- Submit the necessary documentation for tax exemptions.
- Maintain complete, accurate and auditable procurement files and ensure the required documents are handed over for statistics and reporting.
- Report changes in the local market, including product availability, shortages and price increases, as well as procurement problems and quality concerns.
- Ensure procurement databases, tender registers, follow-up sheets and product analysis files are correctly maintained and updated.

Minimum required knowledge & experience:

- Bachelor's degree, some college coursework completed, an associate degree or equivalent higher education degree in administration, logistics, purchasing or in water supply, sanitation, construction, engineering or any related technical field.
- Minimum 3 years of experience in logistics, purchasing, administration and/or experience in water supply, sanitation, construction or engineering.
- Fluent command of English, written and spoken. Knowledge of Arabic and other local languages is an assist.
- Expert level in computer skills.
- Driving license and succeeded in ICRC Driving test.
- Skilled in the following competencies: Adapting & Learning, Teamwork, Responsibility & Autonomy, Negotiation, Communication (Ability to express views and ideas).
- Good knowledge of the local market.
- Very good knowledge of construction, plumbing, electrical materials.

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Application Instructions:

Applicants are **highly encouraged to apply online** through the ICRC **e-recruitment system**:

1. Create an account at careers.icrc.org.
2. Fill in your details and submit your **one-page cover letter and CV (max 2 pages)** in English.

The e-recruitment system allows **secure submission of applications** and **tracking of application status**.

Hard copy applications can be submitted to the ICRC Country Head Office, located along Ministries Road, Amarat, Juba – South Sudan.

The deadline for application submission is Wednesday 18th November 2026 at 5:00 P.M.

Only complete applications will be considered. Please note that this position is open only to South Sudanese nationals.

Commitment to Diversity

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified applicants, especially women and persons with disabilities.

We encourage persons with impairments to clearly indicate in their application how we can assist them during the recruitment process.

Code of Conduct and Confidentiality

The ICRC does not tolerate fraud, sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. Therefore, selected candidates will be subject to rigorous reference and background checks. All staff hired by ICRC are also expected to follow the ICRC's Code of Conduct.

All applications will be treated with the strictest confidentiality.

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