

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. JBA-2021/08/12/002

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

Position Title:	Contract Management Officer
Reports to:	Supply Chain Manager
Duty Station:	Juba
Contract Type	6 months with possibility of extension depending on funding.
Eligibility:	South Sudanese Nationals Only.
Employment Start Date:	1 st October, 2021
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	31 st September 2021, 5:00 PM, EAT

Overall purpose of the role:

Contract Management Officer is responsible the overall contract cycle management in DRC South Sudan, Monitoring and Archiving & Audit Trail of the SC department in Juba, SSD.

Responsibilities and Tasks

The duties include researching a contract's terms, alerting parties to renewals or extensions and tracking all communications between their DRC and various service providers:

Contract Management

- Draft, review and certify any type of different contracts, as they are endpoint of the procurement process
- Check control and ensure the quality of documentation that are going to RO/ HQ for validation
- Maintain records for correspondence and documentation in relation to established contracts and those in progress.
- Communicate and present information to all stakeholders about all contract-related matters.
- Monitor contracts and inform Supply Chain timely on contract expiry and thus initiate close-out, extension, amendment or renewal according to what's best for DRC.
- Monitor all contracts and inform suppliers for invoice issuing, according to the contract provisions. Receive the contracts, ensure the proper documentation is attached and forward for payment.
- Follow up the payment of contracts and communicate any delays to suppliers. Ensure that the proper penalties to suppliers have communicated and included on invoicing.
- Serve as the singular point of contact for matters concerning DRC supply/service/work contracts, internally or externally.

Monitoring and Archiving

- Maintain up to date supplier database
- Lead the pre-qualified supplier process and maintenance
- Maintain up to date the Purchase Agreement (PA) database
- Create and maintain a Contract database
- Create and maintain a Low Value Order (LVO) database
- Create and maintain a Derogation database
- Ensure both physical and electronic archiving on Juba Supply Chain department, in coordination with the Risk and Compliance Officer.
- Move to the field and train SC Staff regarding contracting and archiving

Reporting

- Assist the SC manager on monitoring the departments KPIs
- Assist the SC manager on monthly reporting
- Assist the Risk & Compliance officer during times of audits and be the focal point of the SC in such times

Other Tasks

- Support Procurement in heavy work periods
- Any other task, as assigned by the manager/ supervisor



Experience and technical competencies: (include years of experience)

- 3-5 years of experience in a similar position
- Knowledge of public and private contracting, purchasing and record keeping.
- Excellent communication, negotiation skills
- Good finance management skills
- Data management skills

Education: (include certificates, licenses etc.)

- Business Administration, Finance, Law

Find the definition of DRC's Core competencies [here](#)

All DRC staff should master the 5 core competencies:

Languages: (indicate fluency level)

- English- Excellent, especially in written
 - Arabic - Excellent
- Any other South Sudanese dialect/ language would be an asset

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values

Key stakeholders: (internal and external)

Internal

- Supply Chain Manager
- Supply Chain Team Leader
- Finance Manager
- Risk and Compliance Officer

External

- DRC Suppliers
- DRC Lawyer



How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo.

OR

Submit your hard copy application to the Human Resource department to the attention of **HR/Admin Officer DRC-DDG office in Juba OR any nearby DRC Office**. Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age.

NOTE:

Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one Week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities.

