



**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY AT WORLD VISION

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

'Female applicants are highly encouraged to apply'

Job title: Procurement Officer
Reporting to: Supply Chain Manager
Location: Juba
Availability: As soon as possible

Purpose of the position:

To manage the procurement of both foreign and local goods in accordance with WVI laid down systems, procedures and guidelines and ensures all project materials and requirements are procured in a timely manner from the right sources and the right prices.

Major Roles and Responsibilities

- Provide leadership/supervision to all supply chain assistants in Juba and assist the Supply Chain Manager in developing markets/sources of supply in Juba in line with WVI procurement policies, guidelines and procedures.
- Liaise with users in getting proper specifications for items to be procured in Juba to avoid rejection after purchases are received.
- Seek out reputable suppliers and services providers that can meet WVI demands for supplies and services in the region.
- Conduct weekly (or as required) Tendering Committee Meetings and analyze the received Quoted/Bids to determine the best possible source (s) of supply or service providers in the line with WVI policy and obtain the right signatories before commitment is made for services or supplies.
- Prepare Tendering Minutes and Draft Contract for those procurements that require such processes
- Raise local purchases orders (LPOs) and ensure that all the necessary documents are dully signed by the project Officers who are dully authorized to do so.
- Preparing reports of all receipts dispatches and stock balances for ease of answering internal and external audit queries.

- Follow up on finalized local purchase orders ensuring they are delivered to suppliers /services providers and making sure that the deliveries of supplies/provision of services are done in a timely manner.
- Assist in the receipt of supplies purchased while ensuring that the quantities and quality march with what was requested for by the user and ensuring that the proper documentation is done and raising payment vouchers and pass them over to finance with complete documentation
- Execute any other task as and when assigned by the supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

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

- Minimum of a bachelor's degree in business administration (Procurement and Logistics) or in a related field.
- Must at least have 3 years of working experience leading a procurement or supply chain or logistics team in a demanding work environment, preferably with an International NGO
- Good presentation and communication skills for a number of different audiences.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values
- Competent computer skills for report writing
- South Sudanese Nationals only

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan.**

Qualified female candidates are equally encouraged to apply

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to the locations indicated above.

Closing date for receiving applications is: 7th November 2019

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

