



**SCOPE OF WORK**  
**Resilience through Agriculture in South Sudan (RASS)**

Title:	Procurement and Contracts Officer
Location:	Juba
Project Name:	<b>Resilience through Agriculture in South Sudan (RASS)</b>
Duration:	April 2023, or sooner, renewable annually (Contingent on funding and Performance)
Status:	Full-Time, Long-Term, Technical Assistance (LTTA)
Supervisor:	Procurement and Contracts Specialist

**Project Description:**

The objective of the Resilience through Agriculture in South Sudan (RASS) activity in South Sudan is to improve food security and community household recovery and resilience in 13 counties, reducing long term reliance on Humanitarian Assistance (HA). To achieve this ambitious aim, the contractor must improve the effectiveness of local systems and strengthen the capacities of the community groups to achieve gender responsive and diversified market-sensitive production; facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, and improving nutritious behaviors, and strengthen and expand household and community opportunities for sustainable, local driven livelihoods.

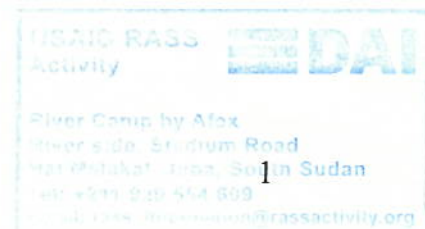
Taken together RASS will graduate communities from high integrated food security phase classifications to low IPC acute food insecurity and support a change from a focus on Humanitarian Assistance to inclusive development assistance and economic growth.

**Overview of Job Description:**


The Procurement and Contracts Officer will support Procurement and Contracts specialist to ensure the integrity of all the local operations procurement. S/he coordinates the procurement process of all commodities and services related to RASS operations. S/he is responsible for compliance with procurement policies and procedures and managing and maintaining all documentation as well as completeness of files for operational procurement. S/he will work closely with the Procurement Specialist in coordinating RASS procurements. The Procurement and Contracts officer will collaborate with all the RASS team members, including home office and field operations staff. S/he will continually uphold RASS core principles for meeting its objectives, and ensure all decision-making is rooted in RASS values. S/he will contribute to a learning environment in which personal and team growth is supported with a shared understanding that the “team” always comes before the “individual”.

The following comprise main responsibilities of the Procurement and Contracts Officer

**GUC Procurement Compliance:**





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- Support the P&C Specialist to the development and finalization of local subcontracts, construction subcontracts and STTA—ensuring proper negotiation of the terms and conditions in accordance with DAI award requirements.
  - Support the P&C Specialist in identifying, developing, and tracking relationships with new potential sub partners, curating a robust sub-partner feedback on upcoming solicitations and scopes of work to ensure implementation is continuously evolving with the operational context and needs of the local sub partners for meeting the objectives of the contract.
  - Demonstrating leadership capacity to the RASS team by remaining effective in times of stress and using feedback to enhance performance and team cohesion.
  - Support the P&C Specialist to ensure the full procurement and award cycle for local subcontracts, construction subcontracts and use of technical assistance (STTA, independent consultants).

### Technical Procurement Work Processes Management Responsibilities:

- Undertake all support aspects of the technical procurement of goods and services for the sub-grantees in accordance with DAI and USAID rules and regulations based on the approved partners' procurement plan and across the entire procurement lifecycle.
- Responsible for the monthly procurement implementation status report, including management of open Purchase Orders (PO's) for the partners.
- Support and train the activity managers on all pre-buying work practices, including but not limited to procurement planning, market research, specification management, scope of work development, post-procurement management, etc.
- Sourcing and negotiating for new products and services as per RASS requirements.
- Support P&C Specialist in developing appropriate relationship with critical suppliers to ensure cost effective sources and alternatives for relevant categories.
- Collect constituent reporting requirements and develop supplier scorecards and dashboards for presenting results / KPIs.
- Manage the contract database for RASS Activities.
- Build strong relationships with key stakeholders to help translate functional requests into contract specifications.
- Ensure procedures are in place for effective suppliers' relationship management and all processes followed are in line with DAI RASS policies and are auditable with key documents, information, and communications confidentially stored.
- Monitors and reports on supplier performance in the areas that include quality, capacities, systems, and responsiveness.
- Analyze problem areas and help resolve disputes.
- Provide financial information for the annual budget, identifying cost reductions.
- Act as a mediator for internal conflicts regarding budgets, projects and other issues related to supplier management.
- Assist Finance with invoice queries.
- Identify strategic opportunities such as cost savings, overall efficiency, and quality of service.
- Understand the external market dynamics and engage with existing and new suppliers for products and services to deliver business growth.

### Sub-Contracts Management work practices





- Support to ensure that DAI formal contractual documentation is in place.
- Manage the activities related to supplier relationships including product and service performance. Where applicable, manage the contract commercial terms and conditions.
- Studying the requirements, duties, and obligations of the DAI under contracts to ensure alignment with the RASS's goals and DAI regulations.
- Support contract execution to ensure compliance with regulatory guidelines for the Grants Under Contract Management.
- Researching business partners and their history prior to writing or signing contracts.
- Monitoring the implementation and performance of signed contracts.
- Maintaining, updating, and improving contractual records for the partners.

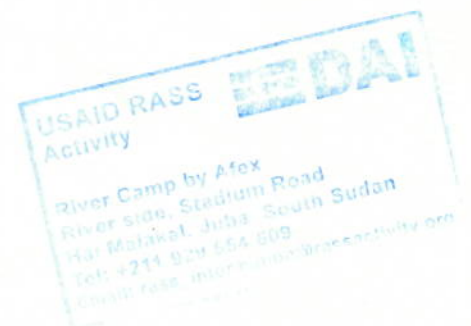
#### **Key competencies:**

- Excellent interpersonal and negotiation skills.
- Strong analytical and problem-solving skills.
- Excellent relationship management, supplier, and stakeholder management skills.
- Proven track record of working within a technical diverse department.
- Experience of engaging with all levels of the business and suppliers.
- Excellent communication skills, both written and verbal.
- Ability to function well in a high-paced and at times, stressful environment.
- Pro-active thinker and a creative self-starter.
- High levels of tenacity and ownership.
- Problem solver and solutions driven.
- Strong prioritization skills.
- Ability to gather accurate requirements for delivering a service offering.
- Strong influencing skills.

#### **Key Skills and Knowledge:**

- Experience in procurement, contract administration and supplier relations in a technology or software house environment minimum of three years.
- Experience in the definition and negotiation of service levels with internal and external customers.
- Excellent presentation skills.
- Excellent at report preparation and summarizing management information.
- Highly motivated.
- Results driven.
- Desire to succeed.
- Strong relationship building.
- Very approachable.
- Adaptive style of working.
- Strong stakeholder management skills.
- Working independently as well as in a team.

#### **Qualifications:**







**Education and work experience:** University degree in Business Administration, Logistics & Procurement especially managing contracts or appropriate field and 3 years of relevant professional experience or post-graduate degree in any of previous mentioned fields and 3 years of relevant professional experience. Management experience on USAID funded projects a plus.

**Demonstrated Professional Knowledge:** Proven experience in systems development, including contracts development or best practices documents, navigation and application of USAID rules and regulations, demonstrated experience with procurement management tasks such as developing or updating contracts.

**Demonstrated Communication Skills:** Proven experience in environmental risk management and successful implementation of progressively higher-level player, problem solver and meeting deadlines with minimal supervision. Showcases a strong command of Microsoft office suite including but not limited to word, excel and outlook. Professional fluency in English, Arabic, and local languages a plus.

**Application Process:** To apply, send your complete and updated CV/resume including full names, contact details (functioning email and phones) and a motivation letter as one single document to [rass\\_recruitment@rassactivity.org](mailto:rass_recruitment@rassactivity.org). Your attachment must be less than 1 megabyte in size. **Please do not** submit any other recruitment documents at this time. In the subject line please include the Title and Location of the position for which you are applying, as advertised at the top of this announcement. Please apply electronically or Hand delivery to Resilience Through Agriculture in South Sudan (RASS) Activity office, Africa 01 building, Afex River Camp, Juba South Sudan. Only shortlisted candidates who meet all the minimum qualifications will be contacted, **DAI will carry out reference checks and document verification for successful candidates.** The deadline for submission is **February 28<sup>th</sup>, 2023**, at 5:00pm (17:00) CAT. Kindly be reminded that DAI does NOT tolerate canvassing and will not answer questions via phone calls.

**\*This position is ONLY for South Sudanese professionals. Female candidates are encouraged to apply\***



**DAI Organization and Values:** DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner. DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

USAID RASS **NE DAI**  
Activity  
River Camp by Afex  
River side, Stadium Road  
Kai Malakal, Juba, South Sudan  
Tel: +211 929 554 609  
Email: rass\_information@rassactivity.org