



VACANCY ANNOUNCEMENT

POSITION	: Purchaser
REPORTING TO	: Procurement Lead
LOCATION	: Juba with frequent field visits.
CONTRACT/DURATION	: One Year Renewable
OPENING DATE	: 11 August 2026
CLOSING DATE	: 28 August 2026

BACKGROUND:

African Parks is a non-profit conservation organisation that takes on responsibility for the long-term management of protected areas in partnership with governments and local communities. African Parks manages 24 protected areas in 13 countries covering over 20 million hectares.

In South Sudan, African Parks supports the management of the Great Nile Migration Landscape (GNML), centred around Badingilo National Park, Boma National Park, and the Jonglei landscape. Covering more than 120,000 km², the landscape supports the world's largest remaining terrestrial mammal migration and is of major ecological importance regionally and globally.

JOB OVERVIEW:

The Purchaser will support the end-to-end supply chain process, ensuring that all goods and services required for Boma operations are procured efficiently, transparently, and delivered on time. This role requires navigating the Juba market and coordinating with Juba Operation team and field office-Boma.

MAIN ROLES & RESPONSIBILITIES:

Procurement Sourcing

- **Market Research:** Conduct regular market surveys in Juba to identify reliable vendors for automotive parts, construction materials, Fuel, Law Enforcement items, and field supplies.
- **Request for Quotations (RFQ):** Prepare and distribute RFQs to pre-qualified vendors, ensuring clear technical specifications are communicated.
- **Bid Analysis:** Assist in the preparation of Comparative Bid Analysis (CBA) to ensure "Value for Money" and compliance with organizational policies.
- **Vendor Management:** Maintain an updated database of Juba-based suppliers and perform initial due diligence checks. Actively to participate in the vendor prequalification process





- Meet and Greet service: Provide a decent hospitality service at the airport and coordinate with AP Airport focal person for all exit and new AP Staff coming into the country via Juba International Airport.
- Regularly negotiate routine purchase and market rates.
- Follow up deliveries and regularly conduct suppliers' visit to verify stocks and rates
- Resolve date to day procurement issues with vendors and Finance unit

Compliance & Accountability

- Audit Readiness: Maintain a rigorous filing system (both physical and digital) for all procurement Folders (PRs, POs, Invoices, GRNs & Waybills).
- Ethical Sourcing: Strictly adhere to anti-corruption frameworks and ensure all vendors comply with the organization's Code of Conduct.
- Any other reasonable duties as required by the supervisor.

EDUCATION QUALIFICATIONS AND EXPERIENCE:

- Hold a recognized Diploma or University Degree in Logistics, Procurement, Supply Chain Management, or Business Administration.
- At least Minimum of 2-3 years of experience in logistics/procurement, preferably with an INGO or a conservation-focused organization.
- Local Knowledge: Deep understanding of the Juba commercial landscape and the logistical constraints.
- Fluency in English and Juba Arabic is essential.

SKILLS – COMPETENCIES & BEHAVIOURAL INDICATORS:

- **Accountability:** Take ownership of the procurement cycle, ensures any cash spent is backed by transparent documentation and follows the rule of law in all transaction.
- **Flexibility and Proactiveness:** Ability to adapt to shifting priorities such as urgent field requests.
- **Integrity:** Demonstrate zero tolerance for bribery or favouritism in vendor selection, maintains professional distance from suppliers.
- **Problem Solving:** Proactively identifies bottlenecks in the Juba to field supply chain and propose logistical workarounds.
- **Communication:** Maintain efficient and regular communication with field team on all communication plat forms (Phone calls, WhatsApp, Team, email) and actively be around to attend to customer requirements.





INTERNAL WORKING RELATIONSHIPS

- Logistic Department.
- All department Heads (Operations and Programs where applicable)

HOW TO APPLY:

Interested Candidates to submit a cover letter detailing their experience and motivation to the position, along with an updated CV to ssrecruitment@africanparks.org or hand delivery to **African Parks Offices Juba** by **Friday, 28 August 2026**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

This position is strictly for South Sudanese Nationals with all the National Documents

