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Approved by Labour  
16/9/2019

JOB ADVERTISEMENT	
Job title:	Senior Procurement and Operations Officer <u>(For South Sudanese Nationals Only)</u>
Duty Station	Juba
Reports to:	Operations & Security Director
Starting Date:	Immediate
<u>DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.</u>	

**SUMMARY OF JOB PURPOSE:**

Democracy International (DI) seeks to recruit a Senior Procurement and Operations Officer for its USAID-funded program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. The Senior Procurement and Operations Officer is a member of the Procurement Unit, responsible for effective delivery of procurement and operations services in order to obtain the best value for money. He/she analyzes and interprets the financial rules and regulations and provides solutions to complex issues related to procurement and operations. The Senior Procurement and Operations Officer promotes a collaborative, client-focused, quality and results-oriented approach in the Unit.

**Job Duties and Responsibilities:**

The Senior Procurement and Operations Officer major responsibilities are as follows:

- Support the daily operational tasks of the SUCCESS Juba office in close coordination with the Operations and Procurement Officer. Assist the Operations & Security Director as needed;
- Manages a WFP flight account for the SUCCESS project;  
Process work permits for international staff. Assist with all immigration regulations and procedures;
- Support and maintain efficient and cost effective procurement systems for the SUCCESS project;.
- Ensure that all project procurement complies with DI procedures and USAID regulations;
- Ensure the effective and efficient reception of goods. Manage the inventory spreadsheet and prepare property purchase reports as required. Prepare reports reflecting quantity, status, and location of inventory items and provide suggestions to management about maintenance and repair of inventory items, their disposal, and effective use;
- Assist the Finance Director with the program budget and monitor against expenditure, including all service/contractual agreements;
- Ensure proper tracking and submission of all project invoices, working hand-in-hand with the finance department to ensure timely payment and full payment tracking;
- Assist with organization of workshops and other project events;
- Coordinate with the Finance team to ensure the project remains in compliance with DI and USAID rules and regulations relating to project operations and implementation;
- Support arranging travel for SUCCESS project staff, consultants and workshop participants, including liaising with the travel agency;
- Ensure effective coordination and collaboration with the SUCCESS programs teams and support training for SUCCESS staff and partners on proper procurement processes.

**Qualifications, Knowledge, Skills and Abilities Required**

- University degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field.
- At least 4-5 years of experience of a similar Procurement and Operations role at the national or international level in procurement and operations management.
- Previous experience on USAID-funded projects preferred.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems.
- Proof of South Sudanese citizenship/nationality

Interested candidates should submit their applications clearly indicating the position they are applying for and updated CV. This should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date of **October 04, 2019** by email to [di.ssudanjobs@gmail.com](mailto:di.ssudanjobs@gmail.com) or through Hand delivery to Democracy International, Applications submission Box, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Only short-listed candidates will be contacted. Applications received after the closing date will not be accepted.

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