



Procurement Manager Empowerment Activity

South Sudan

USAID-Youth

Position Location: Juba, South Sudan

Project Name: USAID-Youth Empowerment Activity

EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

Project Description

The USAID South Sudan – Youth Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across 5 states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID – Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

Position Description

The Procurement Manager will manage project procurement and ensure compliance with USAID regulations and EDC policy and procedures in support of project activities at the YEA project headquarters and 5 zonal offices. Duties will include the supervision of the day-to-day procurement functions with particular focus on complex, high-value, and critical programmatic procurements such as print materials. S/he will maintain a procurement process that is transparent, responsive, and efficient in delivering goods and services on time and within budget. The Procurement Manager will supervise a procurement Officer and report to the Operations Director. This is a full-time position based in Juba South Sudan

The Procurement Manager responsibilities will include, but are not limited to:

- In coordination with the Operations Director, ensure that procurement practices are in compliance with the project's Policy and Procedures Manual and USAID rules and regulations.

- Manage the overall day-to-day procurement process. Prepare requests for quotations and proposals, conduct bid evaluation, prepare price analysis, and conduct due diligence (reference checks and site visits) and draft purchase orders in support of the procurement of goods and services for the project.
- Assist in preparing the annual procurement plan with support from the COP/DCOP, operations, finance, and technical staff. Work closely with the project technical teams and provide procurement guidance and assistance to trainings, events and activities that will require the rental of venues or hotels, catering services, transportation services and procurement of stationery and supplies.
- Manage a procurement filing system and ensure that the minimum documentation referenced in the procurement threshold table is in each procurement file.
- Ensure that all vendors meet the terms and conditions of the purchase order/contract through active contract management. This includes written communication with the vendor to ensure on-time delivery, and that goods and services meet the specifications and are of the quality and quantity requested.
- Review invoice payments from vendors and compare the terms of the purchase order or contract to ensure vendor invoices are accurate before submitting for payment.
- Coordinate market research in South Sudan to verify availability and pricing for goods and services required by the project.
- Support project budget revisions by providing estimated pricing for goods and services; and
- Supervise the Procurement Officer and provide on-the-job training in procurement functions and extend support to the project zone offices.
- Actively participate in Collaborative, Learning and Adapting (CLA) processes in place within the project.
- Supplier Evaluation -evaluate the supplier to see if it is worth collaborating with it. Analyze the price and quality of the items provided, and how fast a delivery can be completed and be good negotiator.
- Unrolling Analysis of Price Proposals and the Financial Reports of EDC-always ensure to obtain the best price for each acquisition, analyze the price proposals of suppliers and the financial reports of the EDC, before negotiating the best price.
- Collaboration with Suppliers for with approval on agreed policies in order sign convenient policies that will determine details concerning the shipment of materials and other details that will keep the workflow steady.
- For standardization train staff concerning the acceptable quality of the received materials, how to determine defective or unacceptable materials, and what actions to take in such cases. In charge of this preparation when it comes to such knowledge.
- Monitoring and Evaluation of Unrolling Contracts -keep an eye on it to make sure that the vendors will respect their part of the contract. In coordination with the Director of Finance and Operations, if needed, make the required adjustments to the existent contracts.
- Maintaining and Reviewing Records of Bought Items -constantly be aware of the items that have been purchased. Have up-to-date inventories, plus detailed information about an activity material 's price, performance, and delivery.



Education:

Bachelor's degree in procurement management, logistics, supply chain management, Business Administration, Accounting, Social Sciences, operations, engineering or a two-year associate degree and work experience in the logistics field, any other relevant field to the position

Experience in working in more than one area of logistics and procurement management.

Certifications from organizations in other areas, such as engineering or technology, that include skills and knowledge needed in logistics may also be considered as experience when hiring for this position.

Skills and Experience:

- A minimum of 6 to 7 years of directly relevant work experience.
- Experience supporting USAID or another donor funded projects.
- Experience working with computers, especially MS Word and MS Excel.
- Excellent writing skills.
- Strong and effective communication and diplomatic skills
- Demonstrable initiative, creativity, and flexibility.
- Ability to work independently and effectively in groups.
- Ability to work under pressure and meet challenging deadlines.
- Strong interpersonal & organizational skills.
- Self-motivated and proactive with a high level of integrity.
- Willingness to travel to counties covered by the project.

Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least 2 local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

Application Instructions:

Job closing date: October 31, 2023

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/SouthSudanJobs) at: <https://go.edc.org/SouthSudanJobs> addressed to the attention of **The Chief of Party, Education Development Center, (EDC), USAID-Youth Empowerment Activity**. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

