



# ACTED



## Terms of Reference Procurement Assistant

Position: **PROCUREMENT Assistant (URGENTLY NEEDED)**

Location: **Maban**

Duration: **5 Months**

Date of Issue: **14<sup>th</sup> July-2023**

Date of Closure: **02<sup>nd</sup> Aug-2023**

### Background ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

In South Sudan, ACTED intervenes since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Equatoria regions on following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change

### JOB PURPOSE

The Procurement Assistant, under operational guidance of the Procurement Officer, is responsible for ensuring that ACTED procurement procedures are followed. The Procurement Assistant has to prioritize collection of quotes and local procurement based on urgent needs and delivery deadlines. He/She has to assist the Procurement Officer in ensuring that the programme managers and the stock officers are informed prior to delivery of any materials.

### CHAIN OF COMMAND

Under the authority of:

- Procurement Officer
- Area Logistics Manager

Line Management:

- N/A

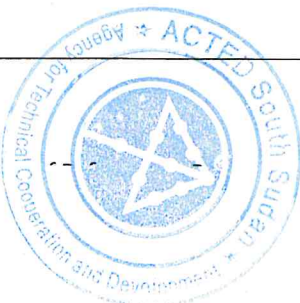
### WORKING RELATIONS

Internal Relations:

- Procurement Officers
- Area Logistics Manager
- Programme Managers
- FLATS Teams

External Relations:

- Suppliers / service providers / sub-contractors
- Other Humanitarian Organizations



## **OBJECTIVES**

To ensure procurement is done in a timely and transparent manner, according to ACTED procurement procedures, and in line with donor requirements and based on program needs.

## **DUTIES AND RESPONSIBILITIES**

- a) Sending request for quotations to suppliers
- b) Processing of OFs for local procurement.
- c) Preparation of procurement memos and contracts for local procurements.
- d) Follow up the deliveries of items from the local suppliers
- e) Filing procurement documents in chronological order.
- f) Preparation of suppliers' payments and submit to finance.
- g) Assist the Procurement Officer in entering/updating OFs and contracts into ASSIST.
- h) Inform the Stock Officer and the Program Managers prior to reception of any materials from suppliers.

### **1. External Relations**

- a) Ensure suppliers are treated equally, no conflict of interest in collection of quotes.
- b) Liaise with other humanitarian organizations operating in the area – Local or International in order to identify some reliable suppliers.

### **2. Reporting**

- a) Provide regular and weekly procurement updates on progress and challenges to supervisors and other team members.

## **How to Apply**

- To apply, please submit a copy of your resume/CV clearly detailing all prior experience in the position advertised, roles and responsibilities for the position, and your personal outcome/achievements while in each position. This should be written in English, and may be typed or handwritten.
- Please submit a cover page detailing your name, nationality, gender, level of education, location of residence, availability, and why you are interested in this position.
- Submit the above two documents to the Acted Maban Office (Doro), [Juma.John@acted.org](mailto:Juma.John@acted.org), Or Acted Country Office (Juba) at Hai-Cinema Behind Concord Hotel or via email to [ssd.recruitment@acted.org](mailto:ssd.recruitment@acted.org), no later than **02<sup>nd</sup> Aug 2023**. Please write the recruitment reference on any documents.
- A detailed review of all applications will be conducted. Those who are requested, will be contacted for a technical test. Those who pass the technical test will be called back for an oral interview.

