

Procurement Officer - South Sudan USAID-Youth Empowerment Activity

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 underserved 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 Officer is responsible for managing all procurement activities essential to the successful implementation of project activities while ensuring an efficient and transparent process in accordance with USAID's regulations and the EDC project policies and procedures. This position reports to the Director Finance and Operations.

Essential functions include:

- In coordination with the Director of Finance and Operations, ensure that procurement practices are in compliance with the project's Policy and Procedures Manual and USAID rules and regulations.
- Prepare and monitor the project procurement plan in close coordination with project management, EDC Home Office Procurement Team and technical team leads to ensure timely purchases of goods and services based on the work plan.
- Manage the overall procurement process for goods, services and equipment including the identification of potential vendors, preparing and issuing requests for quotations, conducting evaluation of quotations, establishing evaluation committees, documenting the evaluation



process, preparing price analysis, conducting due diligence (reference checks and site visits), seeking approval for award of a procurement, preparing and issuing the purchase order, ensuring goods/services are received, ensuring VAT tax exemption is utilized, coordinating customs clearance as required and ensuring all steps of the procurement process is documented and filed;

- Oversee and supervise the day-to-day procurement support in addition to working closely with the project technical teams and provide procurement guidance and assistance to activity trainings, events and meetings that will require the rental of venues or hotels, catering services, transportation services and procurement of stationery and supplies.
- In coordination with the Director Finance and Operations and the Project Health, Risk and Security Manager, ensure that the procurement team and drivers are aware of and compliant with safety and security guidance for the project.
- Manage the assets tracking and inventory system for the project in all the EDC locations and the project offices and ensure the inventory system is updated on a quarterly/annual basis. Ensure that all project assets are marked in accordance with the USAID Logo branding and marking plan.
- Ensure invoices are received from vendors in a timely manner and that disbursements for procurement actions are made in accordance with the terms of the purchase order and in close coordination finance staff.
- Prepare weekly procurement projections to be shared with the finance team to facilitate planning for availability of funds.
- Maintain a purchase order database whereby each purchase order is tracked and monitored to ensure that the goods and services purchased were delivered on time and meet the specifications.
- Coordinate market research in South Sudan to verify availability and pricing for goods and services required by the project.
- Maintain detailed and complete procurement documentation files in both electronic and hard copy.
- Supervise the Procurement and Logistics Assistant and provide training/guidance in operations functions.
- Prepare fuel consumption reports for generator and vehicle usage for all offices;
- Perform any other duties assigned.

The candidate for the position of Procurement Officer shall have at a minimum the following qualifications:

Education:

Bachelor's degree in procurement, logistics and supply chain management, Business Administration, Accounting, Social Sciences or another related field required. Advance degree an added advantage

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: May 31, 2023

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/SouthSudanJobs) at: <https://go.edc.org/SouthSudanJobs>
Or hand deliver applications, enclosed in an envelope, to the **Security Desk of River Camp/Afex** 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.

