

Promoting Civic Engagement and Peace (PCEP) Program
SCOPE OF WORK



TITLE: Procurement Assistant
DURATION OF CONTRACT: One-year, renewable
LOCATION: Juba, South Sudan
SUPERVISOR: (Senior) Procurement Specialist

Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Promoting Civic Engagement and Peace (PCEP) Activity in South Sudan. PCEP will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. PCEP will primarily program in Unity, Greater Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria regions, although geographic focus may shift.

Position Summary:

The Procurement Assistant (PA) is responsible for supporting the acquisition of goods and services for program operations and activities in accordance with the regulations and policies & procedures of USAID and DT Global. The PA is expected to initiate the procurement process and maintain thorough recordkeeping and filing of all procurement documentation in accordance with USAID rules and regulations and DT Global policies and procedures on file storage.

Duties and Responsibilities:

- Maintain paper and electronic records of purchases made for operations and activity implementation
- Verify, organize, and upload all procurement documentation to DT Global's procurement workflow and filing systems following all the steps required to obtain the necessary approvals
- Draft and complete all necessary forms for the purchase of materials, goods, and services in accordance with USAID regulations and DT Global policies and procedures
- Assist in obtaining quotes/offers for services and goods and participate in the preparation and analysis of offers, vendor selection, and completion of the purchasing process in accordance with USAID regulations and DT Global policies & procedures
- Support the pre-qualification of suppliers under the supervision of Procurement Specialist (PS) when needed
- Assist in carrying out market surveys and visits to vendors to inspect goods and stocks
- Receive goods from suppliers or ensure that goods are delivered directly to the recipient and/or beneficiary, if applicable, and ensuring that all delivery documentation is in order
- Request and review tax registration and vetting for all suppliers of goods and services
- Provide the necessary information and documentation on purchases to the program team for procurement-based activities, and upload these to appropriate database
- Maintain professional communication with all suppliers; assist in updating vendor lists
- Assist with the verification of procurement documentation and accuracy of invoices, and submit all necessary documents to the Finance Unit for payment
- Assist coordination with the warehouse team on delivery of items including completion of Goods Received Notes, storage of items and transfer of items to field sites
- Ensure compliance with established DT Global South Sudan / PCEP and USAID, as well as South Sudanese laws

Education and certifications:

- Minimum completion of post-secondary education. A diploma or professional training in relevant field is an advantage.

Key Position Competencies and Experience:

- A minimum of one year of experience working in the development / humanitarian sectors
- Prior experience working on USAID funded projects preferred, preferably on small grants / in-kind grants programs
- Proficiency in Microsoft Office programs
- Effective written and oral communication as well as interpersonal skills
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- A demonstrated ability to multi-task and process information into action as to not delay program activities
- Demonstrated problem solving and analytical skills and good judgement
- A clear understanding of procurement ethics, knowledge of USAID compliance preferred
- Oral and written fluency in English and spoken Arabic

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

Application Process:

To apply, please send your **CV** and **Letter of Motivation** as one single document to PCEP-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and DO NOT submit any other recruitment documents at this time. In the **email subject line**, include the **title AND location(s) of the position** you are applying for, as advertised at the top of this job vacancy announcement. For example, if you are applying for the post of Procurement Officer in Wau, the subject line of your email submission will read "Procurement Officer – Wau". If the at the top of this job vacancy announcement there are multiple locations listed and you would like to be considered for multiple locations, include all the locations in the subject line, for example "Procurement Officer -Wau, Juba, Bentui". If you are applying for multiple positions/roles at DT Global, please submit separate emails for each position you are applying to. Please **apply electronically**, DT-Global will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, January 11, 2021 at 5:00PM, East Africa Time.** Emailed CVs received after this time will be deleted.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.