



JOB #: SCMD-PA-003-9/11

JOB OPPORTUNITY

Position: Procurement Assistant
Department: Supply Chain Management
Reports To: Supply Chain Manager
Location: South Sudan/Juba

Job Summary:

You will effectively perform various activities throughout the procurement cycle to assist the acquisition of goods and services in support of the delivery of high-quality programming to the poor and vulnerable. Your abilities will allow you to successfully support the quality and efficiency of procurement and purchasing activities applying the principles of stewardship, integrity, transparency, and accountability.

Job Responsibilities:

- Supports requestors to prepare complete and comprehensive Request for Goods and Services Forms.
- Assists with the maintenance of the procurement plan and the procurement tracking tool to facilitate timely communication of procurement/purchase needs, status updates on progress of all orders, and effective and efficient service delivery.
- Assists the Procurement Officer in the continuous search for competent, reputable, and reliable suppliers of goods or services.
- Visits suppliers (company site, stores, and/or production facilities) to collect information and support the due diligence process.
- Purchases items following CRS procurement documents (i.e. Purchase Order), instructions, and standards.
- Prepares Payment Requests, ensuring all the supporting documentation is accurate and on file to assist the timely payment to vendors; and, follows up with requestors, suppliers, and other relevant parties to address any deficiencies and/or discrepancies.



Background, Experience & Requirements

Education and Experience

- High School diploma required. Bachelor's Degree a plus.
- Minimum of 2 years work experience in supporting procurement/purchasing, logistics, and/or administration processes and activities.
- Good writing skills.
- Knowledge of local market conditions.
- Knowledge in MS Office package (Excel and Word).

Personal Skills

- Strong attention to detail with good organizational, time management and prioritization skills.
- Ethical conduct in accordance with recognized organizational codes of ethics
- Strong customer service orientation with excellent communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results oriented.

Required/Desired Foreign Language: English

Travel Required:

Key Working Relationships

Supervisory: None

Internal:

External:

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.



Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

❖ *Equal Opportunity Employer*

❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*

❖ *Female candidates are **HIGHLY** encouraged to apply*

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **September 28th, 2020**. **Only short-listed candidates will be contacted.**

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: SCMD-PA-002-9/11.

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or by E-mail: southsudanvacancies@crs.org

