



ZOA Dorcas South Sudan is an international NGO that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

**Senior Procurement Officer-External**

**Stationed in Wau, Western Bahr El Ghazal State**

**Start Date: ASAP**

**Duration: 10 months, with possibility of extension depending on performance and funding**

**JOB PURPOSE**

- The Senior Procurement officer provides procurement services to the Wau field office team and projects. The senior Procurement officer is part of the Field Office team and is accountable to the Manager of Operation as technical line Manager, but administrative the Senior Procurement Officer reports to Area Manager on field operations for timely and cost-efficient procurement of goods and services and Works required for the smooth running of the organization and projects in line with the ZOA Dorcas procurement policy and applicable legal requirement and donor guidelines. This also includes ensuring that procurement principles, and processes are respected well-documented and procurement files are complete and up to applicable standards. Further, He or She will play a key role in adherence to Procurement Policy, and donor standards throughout the Procurement cycle, negotiation contracts, evaluation of suppliers and delivered services and maintaining healthy and positive supplier relations.

**Key Result Areas**

**The major tasks can be summarized as sourcing, analysing, buying, and documenting. Each of these tasks comes with a number of duties and responsibilities, including but not limited to:**

- Receive incoming requisitions and responsible for registering the same into the requisition register and in the “**order tracking tool (OTT)**”.
- Responsible for supplier performance record, monitoring quality and service levels with overall objective of improvement of delivery of goods and services.



- Responsible for preparation and drafting of all contract documents in accordance with the procurement policy and legal requirements.
- Responsible for preparation of inquiries for price quotations and collection of proforma invoices as per the guideline of Operations department and procurement policy of ZOA-Dorcac.
- The Senior Procurement Officer serves as the case Officer in the procurement committee meeting, minuting key actions selection process and summarizing the action points to committee members for their approvals.
- The Senior Procurement Officer is the case Officer, has no voting rights, but simply document the decision reached by the procurement, or tender committee, acting as an administrative secretary for the committee.
- Responsible for preparation of bid analysis, recording of purchase committee minutes and preparation of purchase orders or letter of awards.
- The Senior Procurement Officer ensure that ZOA-Dorcac receives value for many in every procurement, and keep track of each suppliers key performance indicators.
- Responsible for processing of all invoices related to procurement of goods and services and taking to finance department for the payment to be processed.
- Maintain systematic filling of records for all procurement documentation and ensure the filling is always updated and easily understood by all.
- Work with programs, projects and other departments to ensure clear specification of requirements and always updated with market trends.
- Work with programs, projects and other departments in designing procurement plans for new projects and ensuring that the timeline is respected in execution of procurement process.
- Insure specifications in item catalogue are maintained and accurate.
- Maintain contract files, and update contract database.
- Use processes that ensure that contractual terms and conditions are met during order request and processing for the purchase of materials and services.
- Receiving goods with the user departments.
- Negotiate with suppliers about quotations and services.
- Communicate with suppliers to improve supply efficiency and transportation, and alert Finance department of any discrepancies between the delivery notes, waybill and Invoice
- Communicate freight transportation and information of all movement of goods to Operations Manager.
- Work with Logistical colleagues to ensure safe delivery and receipt of ordered materials.
- Resolve conflicts (If any) with deliveries and suppliers.

#### **Framework, Power & responsibilities**

- Take part in the decision making -process while handling procurement items.
- Responsible in providing basic information's to the leadership for informed decision making.
- Responsible for a timely reporting to the Manager of Operations.
- Work in collaboration with its parallel position which might include Logistics officer and others.





**PREFERRED SKILLS/QUALIFICATIONS:-**

**Essential qualification**

- University degree in Procurement and Supply Chain Management, Business Administration is added advantage, and Marketing Management or in other related fields.
- At least 3-5 years' experience in procurement.
- Knowledge of sourcing processes.
- Negotiation or bargaining experience.
- Contract management experience.
- Basic knowledge of local legal positions for contracts
- Ability to analyze and report on procurement and financial metrics.
- Technical skills in computing and using standard software (Excel, Word, PowerPoint, and Internet.
- Proven problem analysis and decision making skills.
- Must possess driving licences.
- Good command of English language and Arabic language is must.
- Flexibility and pro-active and servant attitude.

**Desirable qualification**

- Flexibility and pro-active and servant attitude.
- Good knowledge of context of Wau and Gogrial region.

**Contacts**

- With Operations Manager to receive different assignments and feedback on the results.
- With the procurement committee to review bids, and minute the key action points.
- Update the Area Manager, on the procurement status of the on-going procurement in the area.
- Providing weekly procurement summaries to the Manager of Operations, and Area Manager.
- With suppliers in delivering and/or receiving goods.
- With Logistic Officer and Store Keeper in delivering procured items to the central warehouse of Dorcas.
- With financial department in communicating details concerning goods or services procured.
- With colleagues concerning the use items or services procured.
- With partners institutions on sending / receiving goods and services.

**Other:**

- Arabic and any of the local languages spoken in the area of operation is considered an asset
- Knowledge of context of posting (Jonglei State, GPAA, Western Bahr-el-Gazal, Wau, Warrap, Akon or any other area of operation) is considered an asset
- South Sudanese nationality

**Competencies - behaviour**

Excellent interpersonal, communication and presentation skills



- Innovative, creative and enthusiastic;
- Ability to work in a multicultural environment
- Self-motivator, able to work under minimum supervision;
- Able to work under pressure and meet deadlines;
- Aims to integrate and reflect Christian values in relief and rehabilitation work;
- Readiness to identify and comply with ZOA Dorcas Identity and Code of Conduct

#### What we offer

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

#### How to apply

If you believe that your qualifications meets the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to [recruitment.southsudan.wau@zoadorcas.ngo](mailto:recruitment.southsudan.wau@zoadorcas.ngo) or hard copies of your application to ZOA- Dorcas office in Juba, or in Wau at Sikka Haddid, near Airport. Please indicate clearly the position you are applying for in the subject of your email and all application documents.

**Closing date: 12<sup>th</sup> April 2024 at 5:00 PM**

Only shortlisted candidates will be contacted.

#### Note:

**This position is for South Sudanese Nationals ONLY.**

*All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).*

*Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.*

