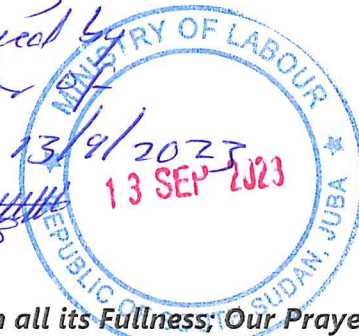


50-H-3
Approved by
Inspector
Labour 13/9/2023
13 SEP 2023



**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Supply Chain Administrator
Reporting to: Supply Chain Manager
Location: Juba
Availability: As soon as possible

Purpose of the position:

To effectively manage the Supply Chain function in line with World Vision's procedures in order to support timely implementation of World Vision Programs/Projects that will have the greatest impact on process improvement, simplification, standardization and cost containment thus ensuring the achievement of the Child Well Being Outcomes.

ROLES AND RESPONSIBILITIES:

Business Requirements

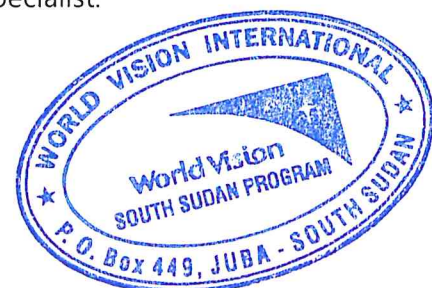
- Understand the department's business requirements and apply in the day to day work.

Planning

- Facilitate annual procurement planning sessions with key stakeholders
- Consolidate and report on the Procurement Plans
- Review and update Item Catalog prior to the planning process activity.
- Advise and familiarize Operations with the use of the Item Catalog

Strategic Sourcing

- Advise on Market Assessment and Supplier Pre-Qualification process as per the direction from Coordinators and Advisors. sending bid invitations, follow-up of bids, assist coordinating pre-bid meetings as per the direction from Coordinators and Specialist.



- Maintain all supporting documents relating to the Sourcing Events based on the document management Supervise the Sourcing events Filed Offices and Assistance work relating to sourcing.
- Preparation of Procurement Committee submission documents based on the direction given by the Coordinators / specialists.

Supplier Contract and Relationship Management

- Accurately complete the master data management form (contract/supplier/ item register)
- Manage record keeping for all contract-related correspondence and documentation (Master Data Management).
- Communicate contract-related information to all stakeholders to ensure optimum usage of contracts.
- Collect feedback on supplier performance as per the established SPM guidelines.

Procurement Execution

- Advise on the RFP/RFQ process for spot buys as required
- Liaise with Shared Services & Finance to resolve supplier inquiries
- Release POs to suppliers for spot buys and assigned categories.

Data Management, Analysis and Reporting

- Collect and organize data from projects and business units.
- Analyze and check data for accuracy and produce the required reporting output in accordance to the Policies / Procedures & Guidelines as set by WV
- Prepare weekly/monthly procurement status reports in order to update the customers and other stakeholders.
- Perform Daily reconciliation exercises of all records and transactions performed within the same day and ensure that data validation, integrity and accuracy of data is meticulously maintained.
- Consolidate all findings and convert them into useful formats as provided by SCM Manager

Process, Procedure and Policy

- Work with senior SCM teams to manage Internal customer satisfaction
- Collect data to support performance scorecard reporting (i.e. KPIs)

Control and Compliance

- Maintain proper filing and record keeping as per the guidelines set by the management.

Qualifications/Education/Knowledge/Technical Skills and Experience.

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

Minimum Qualification required:

- Minimum of a bachelor's degree in business administration ((**Supply Chain Management**) or management or in a related field.
- Must at least have 2 years of working experience leading a supply chain or logistics team a demanding work environment, preferably with an International NGO
- Good presentation and communication skills for a number of different audiences.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities



- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values



HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Duration	13 September 2023 to 2nd October 2023
Click this link/copy this to the browser & apply	https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Juba-South-Sudan/Procurement-Officer_R20912

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.

