

Job Advertisement



Job Title:	Procurement Officer
Duty Location:	Juba with 30% travel to field location
Duration:	6 months with possibility of extension
Reports to:	Logistics Manager
Open date:	9 th January 2023
Closing Date:	21 st January 2023

Organization Background

Global Assistance is a humanitarian assistance engaged in lifesaving humanitarian assistance and protection for conflict affected communities including vulnerable & people with disabilities across the country and work to end the conditions that create and perpetuate vulnerability. Our mandate is to save lives, protect dignity and develop resilience among communities affected by conflict and other shocks that trigger vulnerability. GA advocates for vulnerable people through its advocacy strategy which include the use of media. GA responds to any emergency that puts at great risk the survival, protection, and well-being of significant numbers of vulnerable and disable where addressing the needs and well-being of those vulnerable is beyond the indigenous coping capacity, and where GA is able to mobilize the financial and human resources to take urgent action on their behalf.

Operational Context/Role

The Procurement Officer is responsible for the sourcing of goods and services within CO based on needs of global Assistance's programmer, managing requests and relations for a complex portfolio of programmes. The Procurement Officer will also support the SCI Procurement Manager in supply market research and analysis, running quotations / tenders and setting up Contracts or Framework Agreements for key supplies and services to ensure value for money is achieved through best in sector sourcing strategies and Procurement processes.

Key Responsibilities

- Under direction of the line manager, undertake supply market research and analysis, run quotations/tenders and set up Contracts, Pre-Qualified Suppliers and/or Framework Agreements where appropriate for key supplies.
- Provide Procurement advice and support to field offices.
- Manage Procurement for the CO programme in line with SCI Procurement policies, processes and quality standards through supervision of Procurement Requests, Requests for Quotation, Comparative Bids Analysis, Procurement Committee and Purchase Order processes.
- Ensure overall best value for money is achieved through a competitive and transparent Procurement process considering quality, availability, time frame, transport and storage costs and technically advise the Procurement Committee accordingly.



- Ensure Procurement Committees in all field offices are established where required and that they fully understand and undertake their responsibilities at all times.
- Develop strong relations with field office programmes to support them in improving their ordering practices and review all Procurement Plans together with the line manager.
- Support the line manager in the production of management information reports on a monthly and quarterly basis, including data analysis and recommendations on improving the efficiency of sourcing services
- Ensuring all financial benefits from sourcing are documented and tracked.
- Promote and ensure compliance to our Procurement Policy, Procedures and quality standards
- Implement and ensure compliance to our Procurement Policy, Procurement Manual and established Procurement Procedures
- Responsible for ensuring Catalogue Management / Contract Terms & Pricing Management is car

Skills and Qualifications

- Bachelor degree/Diploma in Procurement & Logistic/Supply chain or Business Administration or at least 5 years' experience in similar positions with UN, INGO, NNGO
- Good knowledge of management of communication systems and office management.
- Good organization skills.
- Able to work under pressure and in insecure areas.
- Strong computer skills including ability to work with windows competently and accurately. Email operation.
- Good communication skills, both oral and written.
- Patient, pleasant and courteous personality
- Ability to prioritize work according to importance and deadline; meeting conflicting work demands.
- Possess initiative, patience, tact, and able to work with minimum supervision
- Manages own time and deals with some conflicting priorities without upward referral.
- Demonstrates adaptability and flexibility in all aspects of working.
- Influences decision-making on specific issues relating to routine projects and tasks.
- Ability to work effectively in a team and support others in their work.
- Makes decisions on routine matters without close supervision.
- Shares knowledge and improvements and may supervise the workflows of others

How to Apply

Interested candidates should submit their cover letter, CV with three references, copy of National ID and copies of the certificates including daytime telephone to Human Resource Department. Or by email willy@global-southsudan.org please indicate the position you are applying for in the subject line of the email. Applications can be hand delivered to Global



Assistance Office at Hai Malakal, Plot Number 41 Block AX111 Opposite LifeLink Clinic, The former Britiam Office.

***Noted: Only shortlisted candidates will be contacted, application submitted are non-returnable
Female Candidates are encourage to apply***