

ADVERTISEMENT FOR PROCUREMENT & LOGISTICS INTERN

Background

Coalition for Humanity (CH) is a Not for Profit organization, our mission is 'to save lives, alleviate suffering, built resilience of the vulnerable people, through our programmes in Peacebuilding and Conflict Transformation, Protection/GBV/HLP, WASH, S-NFIs, Food Security and Livelihoods, Health and Nutrition employing our strategies like community capacity building, Social Behavior Change Communication, market linkages, advocacy and governance to enhance contextualized innovative solutions for service delivery in Emergency Response and Sustainable development in South Sudan'. Our Vision is to see 'a self-reliant, poverty free and socially just society with capacity of solving its challenges and meeting its day-to-day needs'.

Job specific information	
<i>Job title</i>	Procurement & Logistics Intern
<i>Job location</i>	Juba- with visits to the filed locations
<i>Period of Engagement</i>	3 months with a possibility of Extension
<i>Job Grade</i>	N/A
<i>Reporting to</i>	Finance & Procurement Manager

Job purpose

Coalition for Humanity (CH) is looking for a fresh graduate with first level degree in area of procurement, supplies chain and logistics from a reputable university. A committed and competent person, young and energetic will work and be trained by procurement Manager to support in our procurement and logistics department He/she will undertake a variety of administrative and operational roles related to procurement & Logistics. He/she shall Identify and evaluate suppliers, arranges for transportation of purchased goods, identifies and develops strategies for addressing logistical barriers, monitors use of materials and resources, and ensures quality record keeping. Ensures the organization obtains quality products for competitive prices in a timely fashion. Plays an integral role in ensuring the organization sticks to budgets and operates within approved donor's budgets.

Key Duties and Responsibilities

- Preparation, co-ordination and implementation of consolidated annual procurement plans and ensure user departments adhere to it in line with approved budgets;
- Formulate the Value for Money (VFM) framework to inform the organization procurement
- Preparation of Request for proposal documents
- Provide logistical support for project activities; including transport for client visits, events such as workshops, meetings, etc.

Contact us:

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Email: info@ch-ssd.org/ Website: www.ch-ssd.org

- Coordinate the receipt, opening and evaluation of quotations, tenders, or proposals for goods, services or works;
- Preparation and management of contracts in liaison with the Finance Department for its legality and ensure proper authorization in accordance with CH policies;
- Ensuring user departments adhere to procurement plans in line with budgets;
- Carrying out market surveys, monitor and evaluate performance of the supply chain function;
- Ensuring sound partnerships with suppliers and clients;
- Ensuring timely, efficient and effective procurement of goods, services and works, while strictly adhering to the procurement policy;
- Establishing in liaison with the relevant departments and end-users, quality specifications of goods and services required by CH;
- Carrying out designated checks on quality and security aspects of procurement;
- Reviewing the supply chain to ensure it is efficient and effective;
- Managing the annual supplier pre-qualification exercise;
- Managing the disposal of obsolete and disposable items with authorization from the management.
- Secretary to the Bid Evaluation Committee; collate and present procurement documentation to the relevant Tender and Disposals Committees for adjudication and award;
- Prepare supplier's contracts and purchase orders and submit for approval;
- Maintain files and records for all procurement processes, tenders, procurement evaluations, contracts, Purchase orders and all correspondences relating to the procurements;
- Submit procurement documents, contract and LPOs for payment processing;
- Facilitate the annual procurement audit and other procurement reviews.
- Facilitate for insurance cover for all assets and equipment for CH
- Review and update the procurement and Logistics Policy
- Prepare monthly procurement reports for the organization



Education & Experience

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Education & Experience	<ul style="list-style-type: none"> • A Bachelor's degree in Procurement and Logistics Management, Supply Chain Management or its equivalent from a recognized University. • Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel) • Solid knowledge and understanding of procurement processes, policy, and systems • Knowledge of Supply Management Software (Database Management, Inventory Management, Financial Analysis, • Effectively applies specialized knowledge of logistics and procurement to timely source goods and services; • Effectively works with vendors and service providers in compliance with CH procedures to secure cost-effective quality solutions for CH

Core competencies	<ul style="list-style-type: none"> • Well grounded, well-seasoned professional, with full understanding of the core processes • High level of computer literacy, excellent working knowledge of spreadsheets, databases, internet and e-mail. • Leadership qualities and people management expertise to provide direction and effective support to a multicultural team; • Thorough understanding of financial system and how it interacts with other operational systems to achieve seamless organizational effectiveness and efficiency. • Effective verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written spoken and spoken English.
Behavioral Competencies	<ul style="list-style-type: none"> • A strong commitment to CH's purpose, a broad understanding of the work culture in the "Humanitarian" sector and its impact on key areas of responsibility and a commitment to humanitarian principles and action • Ability to influence and support colleagues in appreciating the importance of financial Standards, procedures and controls; • Keep confidential information and act with utmost discretion and integrity • Must demonstrate commitment and sensitivity to gender issues

Note: Applicants should review the job requirements carefully before applying ensuring that he/she meets the requisite qualification

Applications, along with CVs) with academic credentials including high school certificates should be addressed to: Human Resource & Admins Manager,

Coalition for Humanity and Emailed to jobs@ch-int.org or Hand deliver hard copies to our Office in Juba located in Gudele 1 Block 8, Plot No. 311, North of Zain Customer Care Shop.

Application deadline: 24th/02/2023. **Only short-listed candidates will be contacted. No phone calls please.** Due to urgency of this position, applicants will be interviewed on rolling basis and post might be filled before the deadline. [This intern opportunity is opened to South Sudanese Nationals Only.](#)

Qualified female candidates are encouraged to apply.

