



South Sudan

Healthy lives. Measurable results.



Hai Neem – UAP TOWER
Juba, South Sudan
www.psi.org

JOB ADVERTISEMENT

Position: Procurement and Supply Chain Manager
Location: Juba
Reports to: The Country Representative
Deadline: March 31st 2020

Who we are

We're Population Services International (PSI), the world's leading non-profit social marketing organization. We work to make it easier for people in the developing world to be healthy by providing access to products and services that range from mosquito nets to HIV testing.

There are over 9,000 "PSI'ers" around the world. It's a motley group of entrepreneurs and professionals with a diverse range of backgrounds all the way from the medical industry to the music business, all with unique skills that we bring to the job.

PSI began operations in Southern Sudan in January 2005, distributing Long-Lasting Insecticide-Treated Nets (LLIN) through the commercial sector and implementing behavior change communication on HIV/AIDS. Over the years, PSI has continued its presence and expanded operations to include a comprehensive hygiene, sanitation and safe water program.

In 2009, PSI started a Home Management of Malaria (HMM) program for children under five years old. Since then, HMM has evolved into a broader Integrated Community Case Management (ICCM) program with the addition of pneumonia, diarrhea and acute malnutrition interventions.

Join us!

Join our experienced, dynamic & diverse team of local and international staffers united in our common goal to serve the youngest nation in Africa. While we are serious about our mission, we also believe in having fun. You will play an integral part in the procurement and supply chain management function of PSI South Sudan platform.

We are looking for an experienced Procurement and Supply Chain Manager who has had exposure in dealing with donors like Global Fund. We pride ourselves in providing outstanding service to our internal and external partners, so an outgoing and customer orientation personality is a prerequisite and a key success factor.

Your contribution

Logistics Management



South Sudan

Healthy lives. Measurable results.

Hai Neem – UAP TOWER
Juba, South Sudan
www.psi.org

Help improve efficiencies within the Logistics function of PSI South Sudan. Ability to track, communicate and cost effectively manage the movement of commodities from the time a PO is raised to the time the goods reach Central Medical Stores.

- Help streamline a clear Logistics cycle to attain mission goals and objectives in a cost effective manner. Effective communication at each supply chain stage and level will be a key a performance indicator by ensuring transporter compliance with PSI policies or procedures for commodity transit or delivery.
- Monitoring commodity import or export processes to ensure compliance with regulatory or legal requirements at both national and international import/export legislations.
- Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management
- Participate in transporter management processes, such as selection, qualification, or performance evaluation.
- Analyze all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products or health commodities to the last mile
- Working with the Health commodities officers, keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Liaise and build relationships with Logistics mediators and relevant stakeholders in the country such as Ministry of Health
- Prepare and file logistics certification applications
- Monitor and track supply chain management system.
- Help modify the existing Logistics policy if need arises.

Inventory Management

Ensure effective systems are in place to track Inventory from the point of receiving, storage, dispatch of health commodities at Central Medical Stores (CMS) and at partner or distribution level. Tracks inventory movement and details to the health facilities or until possible disposal level.

- Amend and ensure the Warehousing Management Policies are up to date and all relevant personnel have access to them.
- Working with the National Malaria Control Program and procurement and supply chain manager participate in national quantification, ensure accurate forecasting, timely procurement and delivery of health commodities
- Management of current and old Organizational records
- Coordination of effective commodity distribution to partners, County Health Department and sites



South Sudan

Healthy lives. Measurable results.

Hai Neem – UAP TOWER
Juba, South Sudan
www.psi.org

- Effective reporting structures at every level of the Supply Chain to and from all stakeholders including Central Medical Stores, NMCP and Ministry of Health
- Working with the NMCP procurement and Supply Chain function, effectively manage the distribution function of PSM
- Continually maintain and enhance healthy, safety and security of the stored commodities and personnel in and around the warehouses
- Update the Ministry of Health in Malaria and Pharmaceutical Technical working groups on PSI South Sudan commodity procurement and supply plans.
- Any other duties as assigned

Procurement

- Ensure compliance with PSI Global procurement policies and PSI/South Sudan's existing procurement policies;
- Streamlining procedures and resolving problems related to procurement and responsibly managing the performance and outputs of the internal buyers;
- Minimize fraud via active monitoring and supervision of procurement activities as well as close coordination with internal and external audits;
- In liaison with User Departments, coordinate preparation, evaluation, analysis and approval of bids and tenders for complex scenarios;
- Oversee all international and local procurements; increase responsiveness to internal requests by streamlining procurement processes and aligning them with platform needs;
- Maximize efficiencies and cost-savings through pooling procurement of core operational and programmatic commodities and targeted sourcing.
- Serve as point person on coordinating procurement needs of the National Malaria Control Program.
- Continuously monitor commitment reports to ensure accurate commitments are reflected in the system;
- Supporting National Malaria Control Program to establish, harmonize and maintain appropriate procurement guidelines that are in line with PSI's guidelines.
- Ensure compliance with donor rules and regulations.
- Serve as liaison with PSI's procurement department in Washington D.C. to coordinate the import of health and other non-ethical commodities for PSI's operations;

Planning

- Work with department budget holders to identify major procurement of goods and services.
- Coordinate quarterly procurement planning with the different user departments.
- To assist budget holders to accurate forecast data key variances between actual and budget allocated.



South Sudan

Healthy lives. Measurable results.

Hai Neem – UAP TOWER
Juba, South Sudan
www.psi.org

Vendor Management

- Establishing and maintaining sound working relationships with suppliers;
- Monitoring supplier's performance to be in line with the contractual obligations and services agreements.
- Ensure payment terms are managed and optimized for PSI to manage cash flow statement of accounts for all vendors and monitoring payment terms are managed in a favorable manner

Other Tasks

- To work with budget holders and finance to change the procurement culture at all levels of business for a cost-effective model with efficiency, accuracy and transparency.
- To understand and help field offices to perform quality procurement process regardless the limited options available in the field.
- Contract management and negotiation.
- Work with PSI/South Sudan legal counsel to periodically review contractor contracts to ensure compliance with PSI regulations and policies as well as South Sudanese laws.
- To monitor the external business environment and be fully aware of changes in the inflationary and purchasing environment in South Sudan.
- Any other duties as assigned.

Staff and Capacity Building

- Providing training and mentoring to a team of Supply chain management assistant, health commodities officers to improve internal capacity;
- Building and managing effective relationships with internal and external stakeholders in order to achieve common goals;
- Providing mentoring and training to National Malaria Control Program procurement and supply chain function
- Oversee recruitment and the management of platform procurement and supply chain staff

Our needs

- A university degree/ Bachelor's degree from a recognized University, preferably a Master's Degree in a business related field;
- Proven experience in capacity building and training of staff;

- Have proven minimum of 3 years of relevant working experience in equivalent experience in procurement and supply chain management
- Thorough knowledge of generally accepted in Global Fund Procurement Procedures, inventory management and logistics
- Strong interpersonal skills and demonstrated ability to communicate clearly and effectively; English Proficiency.
- Graduate Diploma in CIPS or equivalent;
- At least five years in a similar position managing staff
- Membership to professional body is desirable;
- Proven proficiency in operating Microsoft Office suite- Ms Excel, MS Word and MS Power point and familiar with ERP systems; (Mandatory)
- Experience and knowledge of Global Fund, DFID, and USAID Procurement Procedures.
- Must be South Sudanese Nationals.
- Ability to work under pressure with Minimum supervision.
- Must be honest and trust worthy

The successful candidate will be a strong analytical thinker, decision maker and problem solver with excellent organization, communications, and interpersonal skills; a hands-on manager capable of keeping large teams disciplined and performing; and able to deliver results in a challenging environment.

Qualified and interested candidates may apply via e-mail: jobs@psi-southsudan.org or you can drop hard copies of your CV, cover letter and list of referees to PSI South Sudan Juba UAP Tower 2nd Floor Wing A.

Only shortlisted candidates will be contacted for interviews.

PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.



Date: 11.13.2020
South Sudan HR Dept
Health Lives, Measurable Results