

50-H-3  
 Approved by Senior Manager  
 MOLA/BSITJ  
 09/11/2022



**External and Internal Vacancy Announcement - AADO**

Job title/Position	Senior Prologs Officer
Working hours per week	40 hours
Reports to	Head of Operations
Employment start date	ASAP
Reporting to position	Prologs Assistants
Location	Juba
Closing deadline	2nd December 2022
Number of positions	One

**Introduction**

Across Africa Development organisation (AADO) is a Women led national organisation working in most of the states of South Sudan, in the themes of Gender and Protection, Food Security and Livelihoods, Education, women Empowerment, and looking at Health as well, and we are dedicated to work with the communities at this pivotal time. Across Africa Development organisation (AADO) is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we are able to ensure that some of the fundamental rights that we believe women have, such as survival, safety and constant access to protection and empowerment, can be guaranteed.

**Job Purpose**

To ensure that procurement is carried out in a professional and efficient manner and according to the priorities of the AADO South Sudan, to contribute to a dynamic, inspiring and progressive effort in procurement.

Build procurement capacity of AADO staff and its partners.

Make sure all office computers are working properly, all software installed and updated regularly also ensuring Internet Network is maintained.

To plan, monitoring and processing operation actions related to travel management including contracts with external vendors to ensure all data is accurately and timely recorded, processed as per operation manual and any operational issues addressed.

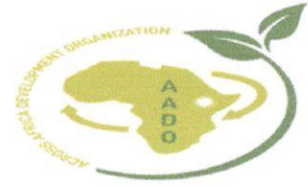
Provide timely support to finance department especially keeping proper records of all paid and unpaid supplies.

**Key accountabilities**

**Procurement:**

- Prepare and conduct Request for Quotations (RFQ's), Purchase Requests, Bid Analysis Sheet (BASs) or Evaluation Gird (EVG), and review purchase receipts, quotations, bids and proposals, evaluations and negotiations as guided by procurement committees of all goods and services to ensure compliance with AADO procurement regulations.
- Implement and manage all type of tender procedures, obtain quotations, place orders/contracts by suppliers as per AADO procurement manual and procedures.
- Ensure that the AADO Procurement Manual Policy and procedures are being uphold and followed.
- Appraise back-donor procurement and logistics requirements and advise AADO on pertaining compliance capacity and challenges.
- Coordinate procurement for emergency intervention in different areas within South Sudan
- Assist in developing partner procurement plans. Review partner procurement plans and monitor and supervise the implementation of the partner Procurement Plan.
- Monitor select partners and approve procurement.
- Build capacity of partners, AADO staff, sister organizations and other relevant stakeholders in AADO Procurement Manual and donor requirements through workshops, incl. assessing new staff' procurement capacity, assistance in developing Procurement Plan and preparation of tender/contract material
- Coordinate procurement for emergency interventions and provide assistance to the Humanitarian Response Officer.





- Provide procurement related information to annual work plans, progress-, interim-, financial-, narrative- and final reports.
- Ensure the proper design and timely functioning of a service- and support-oriented procurement management system for grant projects, including procurement, contracting and logistical support.
- Ensure that all necessary documents are collected and submitted to project finance focal point as required.
- Keep in mind Programme requirements, donor regulations, AADO procurement policies and financial guidelines, establish, maintain and reinforce a catalogue of procedures governing procurement, contracting and logistics support activities for the AADO procurement and logistic manual.
- Implement proper control and monitoring procedures for the procurement and contracting processes; responsible for ensuring the transparency and competitiveness of AADO bids analysis, and bidding and tendering processes are achieved.
- Make the CO procurement plan

#### **Logistics:**

- Coordinate and lead the logistics arrangements for meetings and workshops including, advising staff on suitable locations for the meetings, making preliminary bookings, liaising with the hotels and providing any administrative assistance required for the meeting e.g., availability of equipment and communication facilities at meeting venues.
- Ensure consistent communication, coordination and responsiveness with the field team on the status of procurement, contracting and logistics activities.
- Make travel arrangements, including reservation for tickets, ensuring that tickets are collected and given to the passenger in good time, and that all travel is in accordance with the AADO travel guidance.
- Maintain liaison with travel agents, ensure invoicing and billing with Travel agent is performed in line with AADO rules and regulation while negotiating best service at most competitive price for all travel in/outbound of South Sudan.
- Implement effective internal control of assets, inventory and property management.
- Assist in the coordination of vehicle controls, supervision of drivers, and management of staff movements.
- Establish and maintain centralized records of all aspects associated with procurement and logistics of AADO to ensure that the highest standards possible are followed.

#### **Handling external stakeholders:**

- Build relationships with authorities e.g., the Ministry of Transport and Ministry of Finance to facilitate issues related to tax exemption, customs, vehicle number plates, etc.
- Network and attend relevant coordination meetings at the national level. Build and develop meaningful and effective relationships with partners at all levels, other NGOs in the country and regionally, donors, and other people of importance to AADO work.
- Build professional contacts with Suppliers

#### **Working Contacts:**

**Internal to AADO:** works closely with the head of Operations, finance, programme and HR/Admin in Juba/field and provides procurement and logistic support to AADO staff in the field offices.

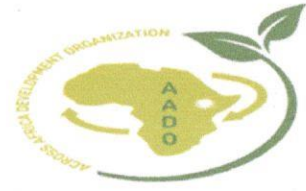
**External to AADO South Sudan:** Suppliers, contractors, local authorities/government official, etc.

#### **Person Specification:**

##### **Experience:**

- Experience in exercising procurement and logistics responsibility, budget control, and resource management for multiple donors funded, geographically implemented and multi-currency programmes
- Experience in commercial or humanitarian transportation sectors.
- Experience monitoring and reporting on transport and freight market conditions and trends.





- Experience in dealing with shipments and clearing imports/exports with customs officials.
- Experience coordinating procurement and transportation processes with other units/ teams.
- Experience in warehouse and commodity management.
- Experience working with corporate systems (databases, software) is advantage.
- Over 3 years' experience in computerised procurement management, administration and reporting, and country office budget preparation and monitoring.

**Skills and Abilities:**

- Excellent communication and leadership skills, including a proven ability to be flexible in demanding situations.
- Capacity to work independently and as part of a senior management team
- Ability to analyse information, evaluate options and think and plan strategically.
- Strong organizational skills including the ability to plan, prioritize and ensure implementation of work to required standards.
- Excellent personnel management skills, with the ability to lead a multi-disciplined, multi-cultural team and instil a learning culture in others with a commitment to capacity building
- Fluency in written and spoken English
- Commitment to and understanding of AADO's mission and values.

**Desirable:**

- Prior work experience in a high-profile crisis or conflict setting

**Application Procedure:**

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed professional resume and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page or separately, detailing three work related referees and contacts to human resources department [gadossd.hr.recruitment@gmail.com](mailto:gadossd.hr.recruitment@gmail.com) before 5:00 PM on December 2, 2022 with the subject line Senior Pro/log officer. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to Across Africa Organization office allocated opposite Ani pass Pharmacy on Gudele road, about 500 meters from the main road. It is near the administrative office for Upper Nile University.

