



Vacancy announcement

Procurement Assistant

DanChurchAid (DCA) is looking for an experienced **Procurement Assistant**. The position is a one-year position with the possibility of extension based on performance and donor funding. Duty station will be Juba with travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism, and staff welfare as a priority, creating an efficient, open and inspiring work environment for all.

The Procurement Assistant This position requires strong interpersonal, communication and organization skills and with highest level of integrity, the procurement Assistant works in conjunction with Juba and field operations team to facilitate and implement procurement systems and procedures, procurement planning, Logistics systems and procedures as well as filling and documentation of all DCA Projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO THE FOLLOWING.

- Collectively with the ProLog Team participate in the implementation and maintenance of an effective procurement system and temporary storage of all project materials and commodities.
- Communicate with requestors to determine and understand specification of each Purchase Request as needed to ensure accurate procurement of item.
- Procure materials and supplies with the highest standard of integrity, ensure the right products, in the right quantity, from the right vendor, at the right price and are available in the right timeframe and are achieved every time i.e. The seven procurement rights are maintained throughout the process and as per DCA Procurement Manual 6th Edition. When such goods are purchased, DCA's systems (ADMIND) should be used and in accordance with donor requirement.
- Assist in the creation and processing of purchase orders.
- Ensure accuracy and completeness of purchase order details, including quantities, specifications, and pricing.
- Communicate with vendors to obtain quotes, negotiate terms, and address any inquiries.
- Maintain positive and professional relationships with suppliers.
- Formally report on procurement status (purchase requisition forms) as received per each Unit/ to the Senior procurement Officer.
- Update procurement tracked and the procurement plans as well as keep the team informed on the progress of the same and give accurate status of each PRF to Senior procurement Officer on weekly Basis (preferably every Friday)



- Scan all approved procurement files as required by the immediate supervisor and upload them to DCAs digital library (Intranet/PPD) under relevant folder as per the required standards.
- Carry out Market survey both in Juba and in all DCA operation areas and share price list and product catalogue with Senior Procurement officer.
- Notify Warehouse officer/Senior procurement officer of procurement of new assets to be inventoried and tagged appropriate noting their movement and status.
- Communicate clearly, consistently, and quickly by email, skype, Team and phones.
- Short-term travel to support the field bases for logistics and procurement support, such as covering in the absence of Prolog Logistics officer and any other duty assigned by line manager.
- Research potential vendors, compare prices, and evaluate product quality.
- Provide recommendations for cost-effective and reliable suppliers.
- Support in the preparation and management of contracts with suppliers.
- Ensure compliance with contract terms and conditions.
- Collaborate with the inventory or warehouse team to manage stock levels and avoid shortages.
- Coordinate with suppliers for timely deliveries and resolve any issues related to inventory.
- Immediately report any issue of integrity to the Senior Procurement officer or ProLog Manager.
- Assist in monitoring procurement budgets and expenditures.
- Report any budgetary concerns or discrepancies to the procurement manager.
- Ensure compliance with NGOs procurement policies and procedures.
- Stay informed about relevant regulations and industry's best practices.



PREFERRED SKILLS/QUALIFICATIONS: -

To perform this Job successfully, an individual must maintain a high level of Integrity and be consistent in attending to details, as well as to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

DCA will make reasonable accommodation to enable individuals with disabilities to perform his or her duty.

- Attention to detail.
- Strong critical thinking and problem-solving skills.
- Ability to cope with stress and live in basic conditions, flexibility, and patience.
- Previous experience working with USAID donor funded projects such as, NFI's, WASH or Agricultural programs and /or community –based programming in South Sudan and other donors and DANIDA would be an added advantage.
- Strong verbal and written communication in English and spoken Juba Local Arabic.
- Ability to network and build relationships with government, UN agencies, civil society, and DCA partners.
- Experience with and have a strong computer skills and knowledge of windows platform not limited 'word, excel, PPP, Dos etc.

- Ability to work well with others.

EDUCATION AN EXPERIENCE

Bachelor's degree (B.A) in procurement and supply chain management from Recognized University, 3-5 years related experience with NGO`s or UN agencies, certification in humanitarian Logistics or minimum CIPS LEVEL 5&6 and Valid Driving permit.

DCA is an equal employer, so, we encourage women to apply, and this position is open only for South Sudanese national. The deadline is January 15th, 2024.

Interested candidates should apply through; <https://dca-1.career.emply.com/ad/procurement-assistant/uijx2u> or sent to email address: ssk.recruitment@dca.dk

