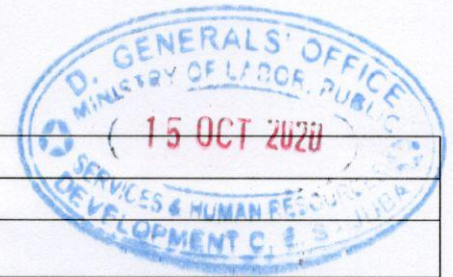




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Job Title:	Procurement & Logistic Manager
Job Location:	Juba
Reporting to:	Executive Director
Department	Procurement & Logistic Department
Starting Date:	15/Oct/2020
Closing date:	3/Nov/2020

Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan since founded in 2002 by a group of concern men & women of Upper Nile State, to respond to dire social, economic, livelihoods, Health condition, experienced by the South Sudanese Citizenry. UNKEA initially purpose was designed strategies and interventions to fight the deadly Kala-Azar disease which is highly prevented in Upper Nile States with time, UNKEA mandate has expanded to include other intervention such as provision of basic service, Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women; Economic development, Access to justice & Peace Building.

Overall Job Purpose

The Procurement and Logistic Specialist is responsible for the overall management of logistics functions (procurement, storage, facilities, fleet/transport and assessment) in Juba and the field locations. She/he will ensure that all tasks are carried out in the timely manner and in line with UNKEA policy and donor regulations. Transport, procurement and storage have to be managed in close collaboration with Project Managers and field Managers.

Job Responsibilities.

The Procurement and Logistic Specialist performs some or all of the following:

- Management and Supervision of Procurement for all projects (e.g. assessment, tenders, selection of Contract design, monitoring) including regular field visits.
- Procurement of all items and service contracts according to UNKEA and donor procurement guidelines. Ensure that all procurements are tracked and recorded to identify items.
- Establish a clear procurement plan ensuring that requests are managed effectively ensuring sufficient time is provided to complete all necessary processes.





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- Delegate to individuals within the team quotes to obtain, including on the weekly task plan.
- Ensure all procurement requests are completed correctly and the duties of collecting quotations are segregated amongst the team to prevent conflict of interest.
- Oversee the procurement analysis of all supplies/services ensuring detailed procedure and selection process is clearly outlined within the analysis section.
- Manage the delivery of goods/services to ensuring all items are correctly accounted for by the team.
- Ensure all procurement follows the organizational procurement procedures/policy and all orders are made correctly with the right authorization.
- Provide agenda; organize for all procurement committee meetings with suppliers, detailing minutes of committee meetings.
- Support team members to present suppliers with procurement committee meetings.
- Ensure clear documentation for supplier selection is obtained for auditing purposes.
- Ensure the Conflict of Interest Policy is upheld throughout all processes of procurement.
- Conduct price checks on all procurement conducted and manage the team to negotiate strong value for money.
- Develop and implement appropriate procedures, specifications and SOPs.
- Data collection, data analysis and reporting to inform supply planning.
- Collaborate with authorities, UN and NGOs, attend inter-agency and cluster meetings.

Logistics

- Manage and ensure all deliveries to each required site are completed effectively and all supplies are accounted for.
- Ensure all guests are greeted on arrival and provided support throughout their time and ensure any necessary bookings, accommodations and transport are organized in advance.





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Inventory

- Manage all supplies for the organization, ensuring the project manager teams are logging all incoming and outgoing supplies and any discrepancies are investigated and reported.
- Manage the process of procurement and delivery for project supplies to office/sites/training/events, ensuring all items are logged in and any extra supplies are returned back to the office and logged correctly where necessary.

Asset Management

- Management of all assets and equipment, Guarantee a careful, prudent and economical use.
- Follow up inventory list and materials transfers.
- Maintain accurate filing systems, with documented and supported records of actions for audit purposes, and monthly inventory reports to the project manager and Executive Director pursuant with UNKEA policies and procedures.
- Supervise and coordinate all matters logistics regarding thuraya and radio communications to ensure that equipment is ensure insured, asset managed diligently, operated in the most cost efficient manner.

Liaison:

- Represent UNKEA in logistic cluster coordination meeting and in other relevant meetings.
- Ensure coordination with partners. Local authorities, Donors, national supplier and international suppliers.
- Collaborate closely with Executive Director, Head of Programs and Project Managers in Juba office and field locations

Requirements Qualifications

- Degree in Supply, Procurement, Logistic and Chain Management from a recognized University or College, Master Degree will advance advantages.
- Previous experience as Procurement and Logistic Managerial in similar contexts of at least 2-3 years' experience in Procurement and Logistics field especially South Sudan.





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Experience in staff management and materials managements

- IT skills: abilities to effectively use standards office software, such as MS office (windows, word, outlook, excel, exchange) etc. ability to use software and other information systems and databases to insert data, make enquiries, retrieve/define adhoc reports and analyses and edit results in the appropriate format.
- Good knowledge of the supply chain.

Language: Full command of English language and Functional Arabic is desirable

Competencies.

- Organization and capacity to priorities and plan/rigorous., Team work.
- Autonomy/Initiative/Capacity to work with limited supervision, Adaptability
Ability to Solve Problems, Ability to work under stress.

HOW TO APPLY

If you are interested to apply for this position, please submit your CV along with your cover letter outlining how you meet this position. Submit your CV and copies of all relevant recommendations/documents to UNKEA Head Office in Juba located in Hi-thoura Please indicate the position you are applying for in the subject line i.e. "**Application for the position of "Procurement & Logistic Manager"**" or Via Email to unkeahrm@gmail.com or unkea.adm@gmail.com

Only qualified Candidates will be shortlisted for interview.

NOTE: Due to urgency of the position we will be reviewing the application as they come and interview may be done before the closing date.

NB: This position is open For Both South Sudanese nationals and International, Female women are strongly encourage to apply

