



Job Title:	Procurement Assistant
Job Location:	Juba
Reporting to:	Procurement Specialist
Starting Date:	25th July 2023
Closing date:	16th August 2023

INTRODUCTION:

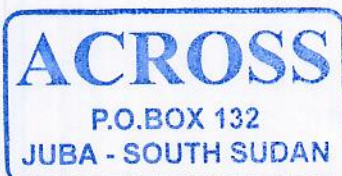
ACROSS is an interdenominational church base organization which strives to provide humanitarian assistance including emergency/relief, rehabilitation and development work) to local communities, internal displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is looking for competent and qualified South Sudanese national for the position of Procurement Assistant.

Main Job Purpose:

The Role of the procurement Assistant is to manage all procurement activities essential to the successful implementation of project activities through working directly with suppliers to obtain bids on new or ongoing projects, participates in vetting and maintaining supplier’s database and evaluating their performance, communicating with customers about order status, answering questions about products and services, and resolving issues, updating daily the procurement tracker and sharing it on weekly basis and acquiring goods or services from suppliers through the procurement process among others.

JOB FUNCTIONS:

- Manage the overall procurement process for goods, services, works, and equipment including identification of potential suppliers, preparation and issuing request for quotations, evaluation of quotations, issuing Purchase order/Contracts to vendors, documentation of all procurement files in compliance with the procedures.
- Prepares and updates the weekly procurement tracker and shares it with all departments.
- Maintains detailed and complete procurement documentation files in both electronic and hard copies.



- Maintains purchase order database where each purchase order is tracked and monitored to ensure goods and services purchased are delivered on time to meet the specs and needs of the requestor.
 - Ensure invoices are received from suppliers in a timely manner and that payments for procurement actions are made in accordance with the terms of the purchase order and in close coordination with finance and program staff.
 - Working directly with suppliers to obtain bids on new or ongoing projects.
 - Participates in vetting and maintaining supplier's database and evaluating their performance.
 - Communicating with customers about order status, answering questions about products and services, and resolving issues
 - Updating daily the procurement tracker and sharing it on weekly basis.
 - Acquiring goods or services from suppliers through the procurement process.
 - Conducting market research.
 - Monitoring and managing contracts.
 - Preparing purchase orders and contracts for approval by supervisors or attorneys
 - Negotiating price changes with suppliers when costs fluctuate significantly.
 - Keeping records of orders placed and shipments received, updating inventory levels based on these records.
 - Reviewing contracts/purchase orders to ensure that all terms have been met before signing them.
 - Ensuring compliance with policies and rules regarding purchasing procedures and best practices
 - Coordinating with other departments within the organization for the purchase of specialized materials or equipment
 - Any other role that may be assigned by the supervisor.
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MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

a. Education:

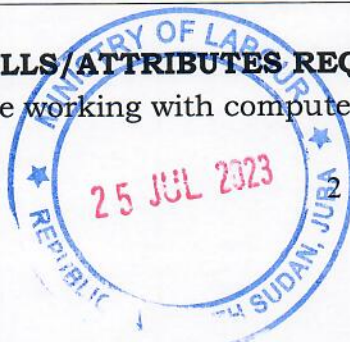
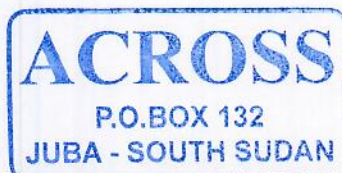
- Bachelor's degree in procurement, logistics and supply chain management, Business Administration, or any other related field is required.

b. Work Experience

- 2 to 5 years of direct relevant work experience in procurement.
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PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- ◆ Experience working with computers, especially MS Word and MS Excel.



- ◆ Excellent writing skills.
- ◆ Strong and effective communication and diplomatic skills
- ◆ Demonstrable initiative, creativity, and flexibility.
- ◆ Ability to work independently and effectively in groups.
- ◆ Ability to work under pressure and meet challenging deadlines.
- ◆ Strong interpersonal & organizational skills.
- ◆ Self-motivated and proactive with a high level of integrity.
- ◆ Willingness to travel to counties covered by the project.

Desirable Qualifications and Skills

1. Knowledge of policies and procedures of the protection.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.
3. Commitment to help persons of concern and willingness to cooperate with counterparts.

If you believe you meet the above qualifications, kindly send us soft copies of your latest/updated Curriculum Vitae (CV), copies of relevant Academic documents only, Nationality Certificate, Cover Letter and a written Personal Christian Testimony by email to recruitment@across-ssd.org in one file document with clear subject heading for the job or just deliver a hardcopy to ACROSS Head Office in Buluk, near UNHCR Country Representative Office – Juba.

Important to Note: ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS’ standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.
- This position is open to qualified and experienced South Sudanese nationals only with stellar professional and technical skills in Procurement.
- Only shortlisted applicants will be contacted.
- Applications once received are NOT Returnable.

End

