



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB ADVERTISEMENT

Buyer 1
Based in Juba

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is Equal Opportunity Employer giving highest priority to staff safety and security

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

Buyer 1 supports the procurement process in a specific country in accordance with ICRC rules and regulations

Main Duties and Responsibilities:

Requisition Order Management

- Receives Supply Requests (SR), analyzes them and communicates with the requester for further details if needed.
- Advises requester on quality issues/differences and determines relevant specifications per product.
- Determines source of supply for SR.
- Takes into consideration delivery times, transport costs, etc. before placing order and consults the Country Procurement Manager in charge if necessary.
- Responsible for the follow-up process until goods/services are delivered by the supplier and payment has been completed.

Quotations/ Tenders

- Source for appropriate suppliers.
- Checks prices for given items and brings back pro forma invoices/ price offers from suppliers.
- Prepares and sends out request for quotation (RFQ) or request for tender (RFT).
- Ensures that the RFQ/RFT contains all relevant information to enable transparent selection of the best price, quality, delivery times and other terms and conditions.
- Organizes RFTs to set up Frame Agreements for main and regular items to purchase.
- Ensures that high value purchases are conducted in liaison with Logistics GVA and LON, with the applicable green light system and in full conformity with the financial rules within the delegation, but also according to the purchasing rules of Logistics GVA and LON.

Analyse of offers / Suppliers selection

- Evaluates the offers received after the closing date of the RFQ/RFT and recommends a supplier for award.
- Presents selection table (ST) and supporting documents to justify and exhibits transparency in the choice of supplier.
- Responsible to actively reduce cost or initiate savings without compromising the quality of goods or services purchased.
- Ensures that the appropriate parties have approved the ST.
- Informs bidders about the results of quotation/tender.

Purchase of Goods

- Ensures that best prices for quality and delivery times are obtained free of tax and provides Headquarters' agreement to supplier if necessary.

Only short-listed candidates will be contacted. Application files not retained will not be returned.



- Creates ODs or OPs and Contracts (for services) for items purchased and where necessary.
- Creates an electronic version of the procurement file as per Procurement File Interactive Checklist (PaperLess ProFiles) and links it to the ODs or OPs.
- Submits ODs or OPs and Contracts for signature to the concerned parties and the supplier.
- Confirms supplier's reception of ODs or OPs and agreement on terms and conditions.
- Ensures that purchase files are properly maintained and updated in TeamSpace with all relevant and required documents.
- In the case of petty cash purchase, physically visit the local markets in order to procure goods.

Reception of Goods, Quality & Quantity Control and Claims

- Follows the delivery schedule of the goods as per instructions in the purchase contract and ensures that orders are delivered in time.
- Informs the warehouse ahead of time about delivery and provide SR/SP and OD/OP details.
- With the warehouse or agreed other receiver in charge of quality control, ensures that all other conditions agreed in the contract have been met in terms of quality and quantity control.
- Treats all claims received from the clients in cooperation with Supply Chain Unit.
- Reverts back to the supplier with regard to potential quantity or quality issues.
- In some cases of the petty cash purchases, collects purchased items directly from the supplier or transporter.

Finance and Administration

- Responsible for and handles petty cash purchases on a day to day basis with working advances.
- Provides requester and Finance with updated information regarding purchases (amount and timing).
- Checks, translates and processes invoices from the suppliers, provides all supporting documents and submits these to the relevant signatories for approval and payment.
- Ensures that working advances are settled in time and are accurate.
- Sorts out the quality claims before validating suppliers invoices.

Suppliers

- Updates and maintains knowledge about main suppliers, and checks the market for potential new ones.
- Periodically carries out supplier evaluation, visits, confirming quality and availability of warehousing and stock.
- Ensures ICRC general conditions of purchasing are signed by suppliers.
- Ensures supplier's registration and validation are completed in cooperation with the Finance.
- Ensures that Logistics GVA and LON are used as potential suppliers if it comes to quotations/ tenders.

Market Survey

- Spontaneously or on request, conducts market surveys and analysis for prices and quality benchmarking and submits reports to Country Procurement Manager.
- Uses Logistics in GVA and LON as source of information concerning requisitions and purchases.
- Regularly visits and prospects new potential suppliers.

Reports and Statistics

- Reports any changing on the local market (availability of goods, shortage, price increase, etc.).
- Reports occurred problems and unusual requests concerning, purchase, quality, price without delay.
- Reports claims received from the clients to the supervisor.

Database Management

- Ensures that all standards databases are filled correctly and used (JDE, TeamSpace, PaperLess ProFiles).
- Updates and maintains supplier's database or similar.
- Helps the JDE database manager in providing proper descriptions to good for item coding whenever required.

Minimum required knowledge & experience:

- Bachelor's Degree, some college coursework completed, an Associate Degree or equivalent higher education degree in administration, logistics, purchasing or in water supply, sanitation, construction, engineering or any related technical field.
- Additional vocational training in administration, logistics, purchasing and or in water supply, sanitation, construction or engineering.
- Minimum 3 years of experience in logistics, purchasing, administration and / or experience in water supply, sanitation, construction or engineering.

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- Advanced conversational in English and Arabic.
- Expert level in computer skills.
- Driving license and succeeded in ICRC Driving test.
- Skilled in the following competencies: Adapting & Learning, Team Work, Responsibility & Autonomy; Negotiation, Communication (Ability to express views and ideas).
- Good knowledge of the local market.
- Very good knowledge of construction, plumbing, electrical materials.

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Buyer 1 - Juba**" (including C.V. written in English) and copies of certificates at latest **Tuesday, 8th October 2019** to the **HR Manager**.

either: At the ICRC reception in Juba, Wau, Rumbek, Bor, Malakal and Bentiu

or By email to: jub_recruitment_services@icrc.org



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