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Approved by  
S/inspector of Labour  
24/01/2024

## EXTERNAL JOB VACANCY

Vacancy NO. Juba- PROCUREMENT ASSISTANT - INTERN -2023 -22- 1- 210- INTERN

Job Title: Procurement Assistant - Intern (1 Post)

Location: Juba

Duration: 3 Months

Reports to: Procurement Officer

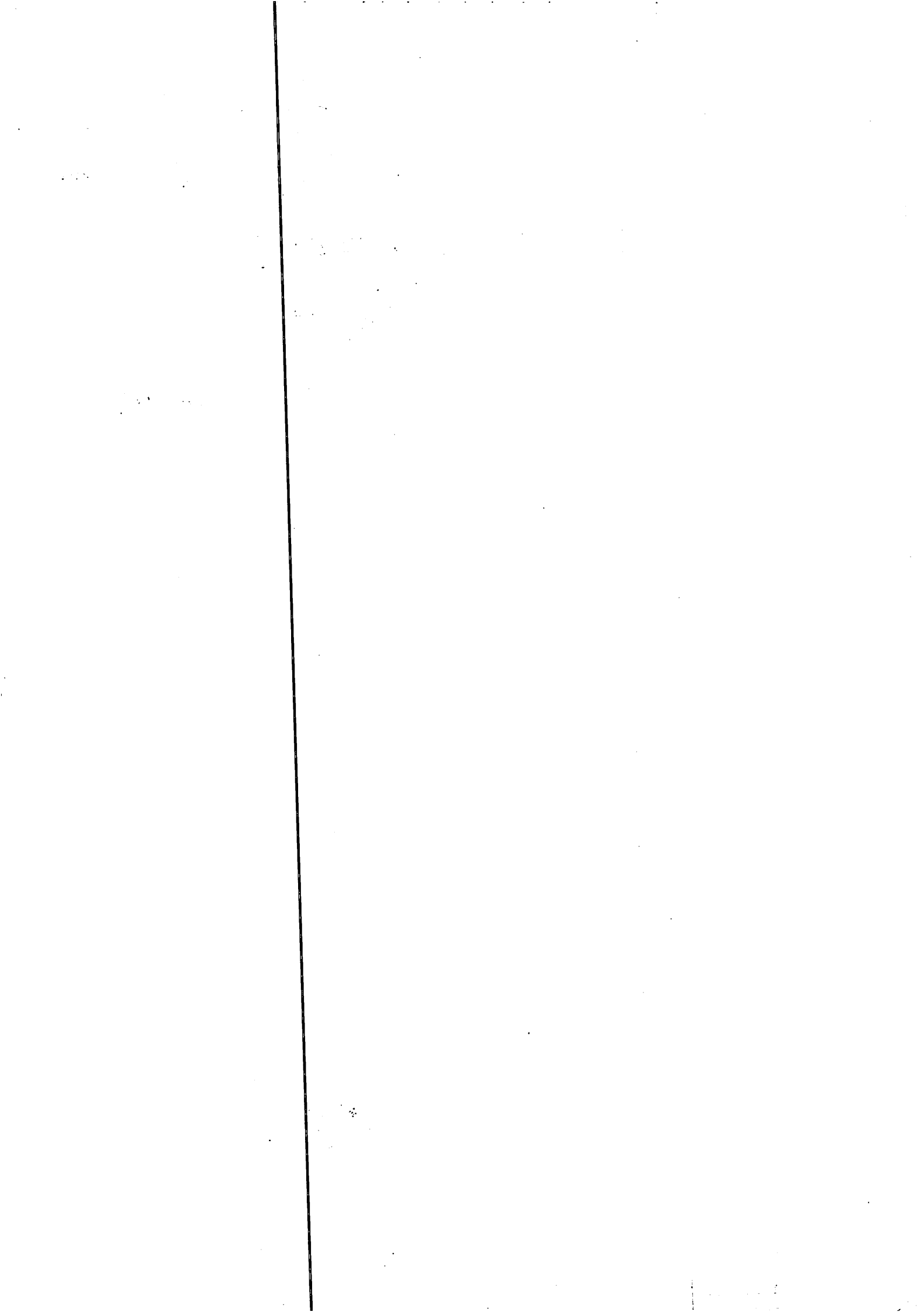
Start Date: ASAP

Eligibility: South Sudanese National only

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.





## POSITION SUMMARY:

The Procurement Assistant \_intern is a Key position within Supply Chain and carries responsibility or the RI Integrity system. Procurement Assistant \_ Intern with guidance from supervisor must be able to rapidly procure Program supplies, services, and equipment, whilst ensuring best practices and maintaining audit-compliant records. The Procurement intern must ensure that all purchases of goods and services are done transparently, at the best available price, and in compliance with RI and donor procurement policy and procedures

## SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

### KEY RESPONSIBILITIES

#### 1. Support to Juba Office

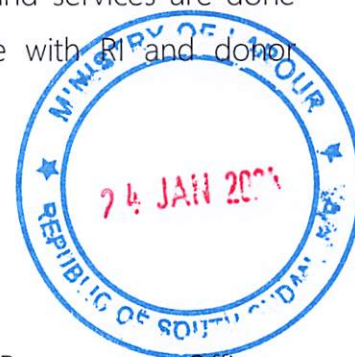
The Procurement Intern is responsible for working closely with Procurement Officers, Senior Procurement Officer, internal and external stakeholders to ensure effective support is provided on all required aspects of making sure, the procurement processes are fast-tracked and preparation to support program implementation;

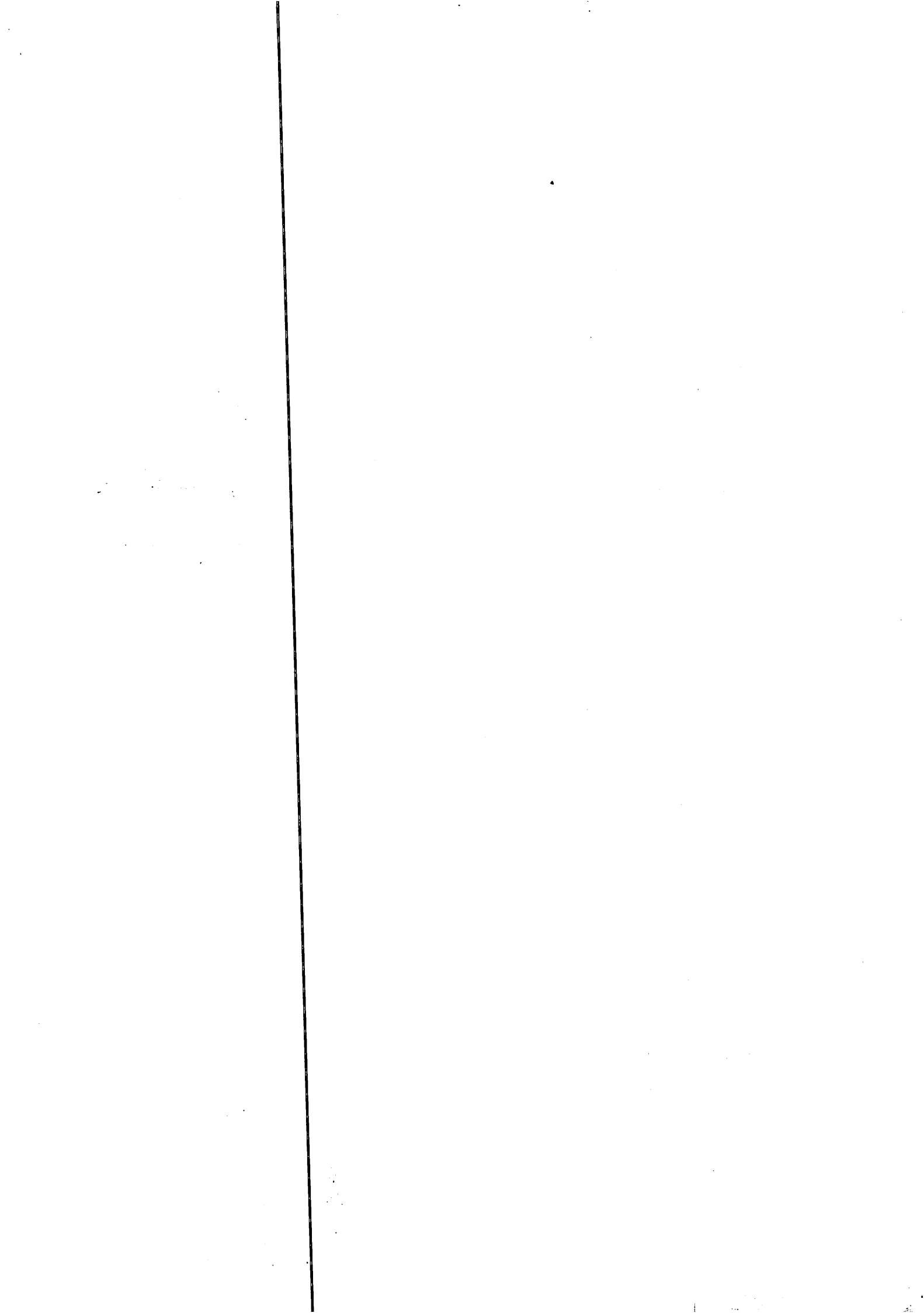
- Uploading of scanned documents;
- Collecting, organizing, and analysing data on the Item forecast list;
- Raise Purchase Requisition as required as per the Item forecast need;
- Archiving of Procurement files online;
- Follow up internally between Supply Chain, Program and Finance on status of vendors payments;
- Processing approved Purchase request following established procedures and ensuring data accuracy;

#### 2. Procurement

Responsible for implementing procurement strategies and ensures all program procurement needs are met on time in accordance with Global Supply Chain and donors' standards. This includes: -

- Support in development of procurement specifications of new items;
- Request for quotations / proposals when required;





- Support and participate in open tender meetings & evaluations when required;
- Demonstrate value for money in procurement;
- Conduct market survey or vendor verifications when required;

### 3. Supplier Management

Responsible for managing supplier's performance to ensure that there is precise record keeping and this will include -

- Maintaining suppliers file and documentation;
- Documenting supplier performance;
- Maintaining supplier performance records;
- Sourcing of and for new vendors on different categories of goods and services;

### 4. Compliance and Ethics

Assist in implementing donor rules & regulations for all procurements (including any specific departmental procurement task assigned), Identifying and analysing compliance risk in procurement processes through: -

- Implementing due diligence (ATC and EDD) for suppliers, this includes conducting reference checks, supplier visits etc;
- Provide consistent and constructive support to other departments to ensure compliance with policies and procedures;
- identifying and reporting any procurement red flags to line manager;

### 5. Reporting

The Procurement Intern is responsible for preparing and submitting accurate: -

- Weekly Purchase Requisition tracker (Of all Juba procurement to stakeholders) done manually after following up with pending deliveries for goods and services every Friday of the week;

Accountability: -

- Responsible to ensure that all activities are conducted in accordance with RI policies and procedures, donor regulations and local laws;
- Responsible to ensure that all allegations of breaches of the Code of Conduct by staff reporting is made in accordance with incident reporting policy;

Systems Compliance and Improvement: -



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- RI South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures;
- Any new procedures and guidelines designated in circulars from the Human Resources Manager or Country Director;

Policy compliance – Mandatory Reporting Policy (MRP): -

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct reported, to the Program Manager/coordinators. The reporting of violations is an obligation on the part of all staff members;
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers;

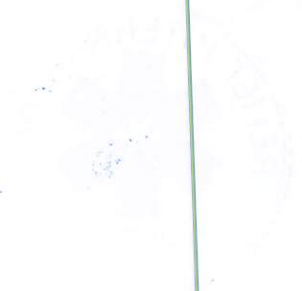
Safeguarding and conduct

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, contribute to ensuring that all those who come into contact with Relief International staff and the communities we serve can be trusted to work safely with them
- Support and develop systems that create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies.
- Work collaboratively with the Global Safeguarding Manager to advocate for the inclusion of safeguarding activities and resources within program
- Ability to demonstrate knowledge of donor requirements of safeguarding standards and protection from exploitation and abuse

Confidentiality

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.







- Protect beneficiary information.

Note:

- The role of the Procurement Assistant - Intern cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the Procurement Assistant- Intern will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

- A diploma or Degree in supply chain management – (Procurement as a bias);
- High computer literacy level with expected proficiency in MS Word, Excel, PowerPoint, PDF and Internet;
- Ability to work independently, take personal initiative, and multi-task including strong facilitation skills in an ever changing dynamic operational environment;
- Excellent written and spoken English language skills;
- Ability to organize and prioritize work, and handle multiple tasks;
- Ability to work independently and accurately;
- Strong planning and organizational skills;
- Excellent interpersonal skills, cultural awareness and ability to work effectively in an operational environment;
- The capability and willingness to be flexible and accommodating in sometimes difficult and challenging work situations;
- Commitment to and understanding of RI's aims, values and principles

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:



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We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### APPLICATION SUBMISSION CRITERIA

##### HOW TO APPLY:

Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked JUBA\_PROCUREMENT ASSISTANT \_ INTERN 2024-01 22---209-INTERN to Relief International office in Juba

Because this position is urgently needed to be fill, short listing of applications shall be on rolling basis and conducted before the deadline/as applications are being received

Deadline: February 13th , 2024, 4:30 pm SSD local time

- Only shortlisted applicants will be contacted

