



International Committee of the Red Cross (ICRC), South Sudan



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 war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

**Disclaimer:**

**The ICRC does not request any form of payment at any stage of the recruitment process (application, interview, processing, training, or any other fees). Any such request is fraudulent and should be reported immediately. Only shortlisted candidates will be contacted.**

**External/Internal Vacancy Announcement**

**FUNCTION:** Procurement Assistant  
**PLACE OF EMPLOYMENT:** Juba, South Sudan

**Purpose**

The Procurement Assistant assists the Buyers and the Country Procurement Manager, making information available on purchasing files and ensuring that they comply with ICRC rules. S/he carries out administrative work to help the procurement team function smoothly.

**MAIN DUTIES AND RESPONSIBILITIES**

- Understands the local market in relation to their product categories and identifies relevant suppliers for bid solicitation in the contexts of ICRC tenders.
- Plans, organizes and manages tendering exercises (requests for quotes / tenders / proposals) in accordance to relevant ICRC Procurement procedures, in particular focusing on a strict enforcement of fairness, honesty and transparency throughout the tendering process.
- Validates successful bidders, ensuring complete, exact and truthful information is captured in the Procurement unit's supplier's database and that contractual framework documents (supplier's code of conduct, general terms & conditions, etc.) are shared and accepted.
- Negotiates and drafts both frame agreements and individual purchase orders with validated suppliers, based on customer needs as relayed through purchasing requests issued by the Supply Chain unit.
- Monitors the execution of purchase orders, following up on delivery progress, recording supplier performance data (timeliness, product / service conformity, customer service responsiveness, etc.), and proactively addressing issues in close cooperation with all involved parties (supplier, Supply Chain unit, customer, etc.).
- Obtains and thoroughly checks delivery documents (delivery notes, acts of acceptance, VAT notes, invoices, etc.), drives the corresponding internal validation processes, and follows up with the Finance & Administration team to ensure that relevant settlement operations are executed as per agreed contractual terms.
- Ensure that relevant documents and data related to markets, tenders, suppliers, frame agreements, purchasing requests, purchase orders, invoices, etc., are obtained, and that such documents are properly filed – and such data properly captured – in relevant physical and electronic repositories and systems.
- Follow up services agreements and renew it on time
- Assist the procurement manager on daily tasks, KPI tracking.
- Cover the buyer during their absence.

**OTHER ADDITIONAL DUTIES**

**Filing, Finance and Procurement Administration**

- Complies and reconciles suppliers' invoices against purchasing documentation
- Ensure proper filing of official Logistics/Purchase documents – both hard copy and electronic ("Demat Portal", JDE, etc.) and they are up to date for audits
- Creates and maintains supplier files with the Buyer and update supplier performance indicators
- Provides and collects information for statistics
- Support Purchasers on specific administrative tasks
- Prepares all necessary documents to submit for payments

**Only short-listed candidates will be contacted.**



- Follows up on any missing documents for payments
- Collects proof of payments and all relevant payment vouchers and adds it to the order file
- Responsible for petty cash order management up to 2'000 CHF
- Manage long terms contracts.
- Follows up with requestors on clarifications
- Ensure necessary administrative work is implemented on time.
- Know, apply and comply with all the administrative procedures linked to his (her) work (financial, Time reporting, etc.).
- Keep files up to date at all times, logistics external contact list, PO registration files.

#### **Certification**

- University degree in civil, electromechanical, or mechanical engineering or agronomy or procurement and supply-chain management.
- Computer proficiency, including knowledge of enterprise resource planning systems
- Proficiency in Microsoft Office (Word, Excel) and purchasing-related software or stock management tools

#### **Experience and required skills**

- Minimum of 3–6 years of relevant work experience in a technical field, including three years in procurement, preferably in humanitarian setting.
- Excellent organizational and record-keeping skills.
- High attention to detail and strong analytical skills.
- Strong capacity in prioritizing tasks and treat information in a confidential manner.
- Good communication and teamwork skills.
- Excellent command (spoken and written) of English, proficient in spoken Arabic, knowledge of other local languages an asset.
- Strong ethical standards and confidentiality.
- Previous work experience with NGOs, international organizations is an asset.
- Adaptability and teaching with leadership skills.
- Ability to work within a diverse and multi-cultural team.

#### **Application Instructions**

Applicants should create an account in the e-recruitment system via [Job Ad | Southsudanjob.com](#) before applying.

Hard copy applications can be submitted to the ICRC Country Head Office, located along Ministries Road, Amarat, Juba – South Sudan. **Online applications are highly encouraged.**

All applications must be submitted online addressed to the **HR Manager**.

**The deadline for application submission is on Friday 18<sup>th</sup> July 2025 at 5:00 P.M.**

A one-page cover letter and a CV of no more than two pages, both in English, must be submitted to support your application. **Only complete applications will be considered.** Please note that this position is open only to South Sudanese nationals.

#### **Commitment to Diversity**

**The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified applicants, especially women and persons with disabilities.**

**We encourage persons with impairments to clearly indicate in their application how we can assist them during the recruitment process.**

#### **Code of Conduct and Confidentiality**

**The ICRC does not tolerate fraud, sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. Therefore, selected candidates will be subject to rigorous reference and background checks. All staff hired by ICRC are also expected to follow the ICRC's Code of Conduct. All applications will be treated with the strictest confidentiality.**



**Only short-listed candidates will be contacted.**