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CONCERN
worldwide

VACANCY ANNOUNCEMENT PROCUREMENT OFFICER-X1

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **Procurement Officer** to be based in **Bentiu, Unity State**.

Job Purpose:

The incumbent will provide efficient and effective procurement support in compliance with Concern's and donor policies/procedures/regulations and international best practices.

Main Duties & Responsibilities:

- Receive complete supplies requests with clear specifications, adequately coded and authorized and process them in compliance with Concern's procurement and finance policies/procedures & donor guidelines
- Process and review all procurement documents i.e. quotations, evaluations, orders, contracts, delivery notes, payment request forms etc. to ensure accuracy, completeness and compliance with Concern's policies and procedures
- Prepare payments for services rendered and goods supplied ensuring all the supporting documents are attached and submitted for approval and payment within seven (7) days of receiving the invoice
- Ensure fair, open, transparent and value for money procurements at all times
- Ensure that all provisions of the procurement manual and all other relevant policies and procedures are adhered to from procurement planning to supplier evaluation and draft waivers/notes to files, have them reviewed by Line Manager and approved for deviations
- Conduct quarterly market assessments and regular supplier visits and share findings with the Line Manager for better and informed decision making
- Update and share the product/price list for Unity State on a quarterly basis
- Contribute to tenders dossiers and prequalification documents and participate in tender and prequalification processes if and when required
- Ensure that there is streamline flows and follow-up process for goods/services until they are delivered by the supplier to the stores/warehouses
- Ensure that quality and quantity control of goods delivered together with the store/warehouse team, requestors and vendors
- Tactical liaisons with all stakeholders especially vendors in Unity State to ensure positive and productive working relationships for quality programme delivery
- Review the bi-weekly SR tracker for Unity to ensure that all procurements are tracked and on course and that lead times are met and the SR tracker is shared with sector leads in Unity State and Juba procurement team
- Follow up with Juba procurement team on all procurements as well as the bi-weekly SR tracker for Juba and ensure that all procurements for Unity are tracked and on course for timely delivery to Unity



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- Comply with Concern's year end and/or donor close out procedures on procurement including but not limited to advising the Line Manager on all pending payments and work
- Ensure proper and timely filling and archiving of all procurement records/documents in hard and soft copy for easy retrieval
- Tracking distribution of purchased items ensuring proper documentation i.e. distribution lists, reports and files are maintained for accountability and reporting
- Participate in interagency logistics cluster/procurement related meetings/forums and provide timely updates to the Line Manager for better & informed decision making
- Submit monthly cash flow projections to the Line Manager to inform monthly cash requests
- Advice internal and external stakeholders on Concern's procurement and finance policy, procedures and timelines and ensure that they understand and comply with them
- Comprehensive induction of new staff within the first week of reporting and build the capacity of staff in procurement policy and procedures
- Work in close collaboration with the entire programme support unit (logistics, finance, HR, Administration and ICT) and programmes to ensure effective and efficient procurements
- Manage, coach and mentor the Procurement Assistant to ensure effective and efficient delivery of procurement services

Concern Code of Conduct and Associated Policies

To adhere to, support and promote the standards outlined in the Concern's Code of Conduct and its Associated Policies and be committed to providing a safe working environment.

Emergency response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Qualifications - Education/Training/Experience

- A bachelor's degree in purchasing, supplies, logistics, operations, administration, management or relevant field and/or with CIPS/CILT certification is an added advantage
- At least five (5) years' experience in a similar role in a busy procurement/supplies/logistics function in an NGO
- Excellent computer skills in Ms Excel and Ms Word

Key competencies:

- Knowledge of procurement processes and best practices and compliance requirements
- Attention to detail
- A very high level of integrity, transparency and confidentiality
- A team player, flexible and with an ability to work calmly and effectively under pressure and to make quick rational decisions
- Ability to manage time and tasks efficiently and effectively without constant supervision
- Self-motivated/driven to follow through on tasks from inception to completion
- Good communication and interpersonal skills
- Good spoken and written English



Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

How to apply:

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their nationality ID in a sealed envelope addressed to HR Department at **Bentiu Field Office, Juba** or at **vacancies.juba@concern.net** **not later than 11th August 2022 (The advert runs from 29th July 2022 to 11th August 2022)**
2. The position is strictly open to South Sudanese nationals only
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Summary Profile & Self-declaration forms are mandatory when submitting an application

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY!



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