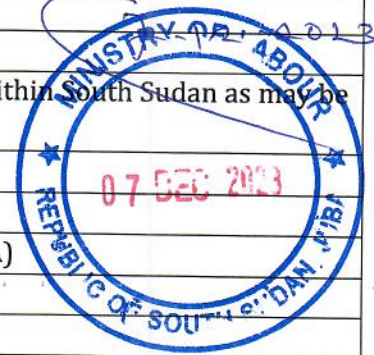




## Position Description

SD-HS

<b>Title:</b>	Operations and Procurement Officer
<b>Job Level:</b>	2C
<b>Location:</b>	Juba, South Sudan, with possibility of travel within South Sudan as may be required
<b>Division/Practice:</b>	Information and Media
<b>Reports To:</b>	Finance Director
<b>Project/Program Name:</b>	Sustainable Independent Media Activity (SIMA)
<b>Date of Publication:</b>	December 8, 2023
<b>Closing Date:</b>	December 29, 2023



Organizational Responsibility	
<b>Organizational Impact:</b>	Work includes the exercise of discretion and independent judgment concerning matters of administrative/operational needs.
<b>Individual Accountability:</b>	Proactively plans and conducts successive steps and resolves problems and deviations per instructions, policies, and accepted practices. The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations that do not have clear objectives. The supervisor reviews the work for adequacy and conformance with practice and policy as needed.
<b>Supervision of Others:</b>	Can guide activities or the fulfillment of tasks.
<b>HR Responsibilities:</b>	Does not have any HR Responsibilities.

### ABOUT IREX

IREX is a global development and education organization. We strive for a more just, prosperous, and inclusive world—where individuals reach their full potential, governments serve their people, and communities thrive. With a projected annual portfolio of more than \$100 million and more than 600 staff worldwide, we work with partners in more than 100 countries in four areas essential to progress: cultivating leaders, empowering youth, strengthening institutions, and increasing access to quality education and information.

As of September 2022, IREX in South Sudan is implementing the USAID-funded Sustainable Independent Media Activity (SIMA), whose goal is to improve access to credible, accurate, and reliable information for South Sudanese citizens by promoting the sustainability of high quality, independent radio operations.

### Position Description

IREX seeks a qualified Operations and Procurement Officer (OPO) to be based in Juba, South Sudan, who will report directly to the Finance Director. The OPO will provide administrative support to maintain efficiency

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Officer / Specialist







in program activities, ensure that adequate levels of operations support is provided to IREX personnel working in South Sudan. S/he will work closely with the Finance Director to design operations systems, policies and procedures and will lead their implementation. The OPO will lead procurement processes for SIMA in accordance with the internal rules and regulations of IREX and in compliance with USAID directives in this regard in a compliant, effective, and efficient way. S/he will lead the process and guaranteeing all needed approvals for procurement and clearances need, and as applicable in South Sudan.

### **General Duties and Responsibilities**

- Draft Terms of Reference or Requests for Proposals (RFPs) and Requests for Quotations (RFQs) based on technical team's inputs and compliance requirements for procurements.
- Review initial offers/applications and identify any potential changes and questions. Communicate needed changes effectively to applicants/partners.
- Ensure cost reasonableness compliance with USAID rules & regulations.
- Conduct budget review of applications, including cost reasonableness, and allowability of costs.
- Organize selection of the Technical Evaluation Committee (TEC), including management of correct documentation, summary and consolidation of questions, concerns, or edits to the application or budget.
- Review products and/or services received under the contracts or consulting agreements for compliance with program needs and agreement requirements.
- Negotiate and process modifications to contracts, as necessary.
- Review financial documentation and invoices, as necessary.
- Coordinate with the Accountant to ensure maintenance of procurement- and operations-related tracking systems for POs, Non-PO, petty cash, legal documents and vendor list and keep them updated.
- Run background searches for vendors and consultants, and maintains accurate electronic filing system, as needed.
- Maintain documentation for contracts and consulting agreements and ensures the compliance of files for auditing purposes.
- Input information and payments into IREX internal systems, as necessary.
- Effectively communicate with partner organizations, applicants, and existing contractors to communicate relevant compliance and programmatic requirements and expectations and keep them updated with needed adjustments.
- Collaborate with other members of the Finance team to input and process invoices in a timely manner.
- Conduct review of products or services, and ensure that the appropriate staff are informed, and have approved products or services as necessary.
- Support recordkeeping of costs expended under grants and contracts as they relate to procurement mechanisms, in compliance with program budget.
- Maintain oversight over expenditures, ensuring compliance with all USG rules and regulations and organizational requirements.
- Support the GCO to ensure review and sustainment of local partner procurement policies to ensure quality and compliant use of USG funds.
- Support maintenance of program inventory.

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- Coordinate procurement selection process with other SIMA staff, and consolidate questions, concerns or changes to the application or budget.
- Ensure that appropriate staff are informed or included in review and negotiation of contracts or consulting agreements, as necessary.
- Informs appropriate staff of products and services received under contracts or consulting agreements; ensures the appropriate review is completed.
- Conduct selection of venues and accommodations for staff and participants following procurement policy and safety protocols.
- Prepare procurement requests for service contracts for general services, such as office lease, accommodations for staff, and Internet services, and maintain files for due diligence.
- Ensure all employee files are complete and stored properly, including contact lists.
- Conduct procurement clearance processes including tax exemption applications for importation of equipment, supplies and ensure smooth delivery to locations within South Sudan.
- Coordinate domestic travel and hotel arrangements related to program activities, including for those staff or consultants traveling to South Sudan. Ensure all travel requests are responded timely, efficiently and arrangements are in compliance with IREX procedures.
- Assist with immigration for international travelers and registration related paperwork for International and domestic travel.
- Coordinate general office administration functions including maintenance needs of office space, procurement of necessary supplies, and support with maintaining supplies lists and inventory.
- Assist with implementation of HR procedures, supporting recruitment processes, publishing vacancy announcements, interview scheduling, candidate longlisting, conducting reference checks; assisting onboarding, orientation, and off-boarding.
- Build and maintain strong professional networks that can help IREX easily access the operational areas and be kept up to date in local context.
- Other duties as assigned.

## Skills & Experience

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- Bachelor's degree in administration, Procurement, Accounting or other relevant Social Sciences.
- Minimum of three years of experience in office operations and procurement of goods and services.
- Strong knowledge of USAID or other donors' rules and regulations is required, especially in procurement and compliance functions.
- Experience working for a non-profit organization preferred.
- Ability to research, analyze and interpret local government regulations, with experience working with relevant line ministries and Government of South Sudan offices highly desired.
- Demonstrated capacity to identify risks and propose solutions.
- Demonstrated ability to develop and implement effective strategies for accomplishing assigned duties.
- Strong critical thinking and problem-solving skills required.
- Detail-oriented and highly organized with the ability to multi-task and work independently.
- Strong time management, multitasking, and organizational skills.
- Strong interpersonal and cross-cultural communication skills preferred.

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- Ability to work independently and as a team member, take initiative, meet deadlines, and maintain flexibility.
- Strong computer skills, especially Microsoft Office: Outlook, Word, PowerPoint, Excel, SharePoint, and Teams.
- Proficiency in written and verbal English required, excellent written and verbal communications skills. Arabic is an advantage.
- Must demonstrate valid proof of unrestricted work authorization in South Sudan.

## Work Environment

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All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be always safety conscious. This position is performed in a typical office environment. The noise level in the work environment is usually quiet to moderate. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. Safe use of IREX equipment, as well as safe practices while on IREX property is essential.

## EEO Statement

IREX seeks to attract the best-qualified candidates who support IREX's mission and who respect and promote excellence through diversity. IREX is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, IREX recruits, hires, trains, and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age.

## How to Apply

To apply for this position please visit IREX Job Board:

<https://recruiting.ultipro.com/INT1065INRE/JobBoard/86f30819-0126-446a-84bb-cf37a5e878c1/OpportunityDetail?opportunityId=1dd7a1da-7aba-4dbb-bf37-63bc176fc193>.

Or, hand delivered applications can be dropped off between the hours of 8 am to 12 pm, or 1 pm to 4 pm, to the receptionist at the IREX office at AFEX Rivercamp, Stadium Road, off Cemetery Road, Juba, Africa 04 building, ground floor. Phone calls are not allowed.

