

JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

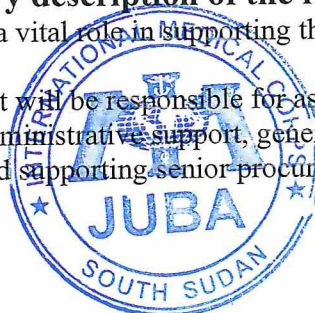
Job Title:	Procurement Assistant 1 position
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	1/July/2024
Advertised date	27/May/2024
Closing Date for Applications:	13/June/2024

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Job Purpose (Provide summary description of the role)

The Procurement Assistant will play a vital role in supporting the procurement activities of International Medical Corps in South Sudan. The incumbent will be responsible for assisting with daily quotation management, providing administrative support, generating procurement reports, conducting procurements, and supporting senior procurement.





staff with documentation fulfilment. This role is essential in ensuring the efficiency and accuracy of the procurement process, contributing to the overall success of the organization's mission.

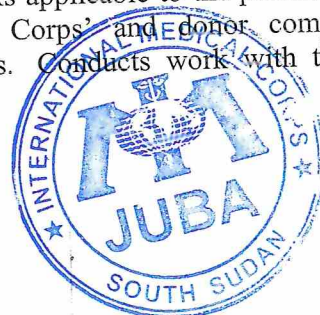
Essential Job duties / Scope of Work:

- Assist in preparing and collecting daily quotations from suppliers.
- Ensure all quotations are accurately documented and filed.
- Compare quotations and assist in selecting the most competitive and suitable suppliers.
- Monitor and follow up on supplier payments to ensure timely and accurate processing.
- Maintain accurate records of all payment transactions.
- Liaise with the finance department to resolve any payment issues or discrepancies.
- HR for newly hired staffs (termination).
- Execute procurement activities in accordance with International Medical Corps policies and procedures.
- Prepare purchase orders and ensure they are approved and dispatched to suppliers promptly.
- Track the delivery of goods and services, ensuring timely and accurate fulfilment of orders.
- Assist senior procurement staff in maintaining comprehensive procurement documentation.
- Ensure all procurement documents are accurately completed and filed.
- Help in preparing procurement reports and summaries as required.
- Build and maintain positive relationships with suppliers.
- Address any supplier queries or concerns promptly and professionally.
- Conduct regular supplier performance evaluations and report findings to senior procurement staff.
- Ensure all procurement activities comply with International Medical Corps policies and donor requirements.
- Stay updated on industry best practices and recommend improvements to procurement processes.
- This position reports to logistics manager and performs any other tasks as requested

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.



Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Personnel Qualifications (special training/experience required) provide 6-7 requirements

- Should hold a **Diploma and/or University Degree** in a relevant business field, procurement, and management. Relevant experience in humanitarian Logistics operation; Strong organizational skills and discipline to follow outlined procedures; ability to interact effectively with International and National personnel.
- Excellent oral and written English skills as well as Juba Arabic.
- Good knowledge of NGO procurement procedures and purchasing suite
- A demonstrated ability to multi-task and process information into action as to not delay program activities.
- The successful procurement assistant should demonstrate good learning attitude, organizational and communication skills.
- Proficient in using spreadsheet software and database.
- Ability to Work within teams under tight deadlines.
- Good computer skills.
- Excellent communication skills and problem-solving ability.
- Team player: Result focused and cost-conscious and Ability to work independently as well as cooperatively with team members.
- Must be South Sudanese by nationality.



HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates,



(Documents are not returnable once submitted) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot No 555, block :3-K Ton-Piny North, 1st Class Residential Area, Juba, South Sudan, Or to IMC Malakal Office

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application:
13/June/2024

Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

