



POSITION	Procurement Coordinator
LOCATION	Juba
START DATE	ASAP
REPORTING	Assistant Country Director for Systems
POSTING DATE	14 th January 2021
CLOSING DATE	2 nd February 2021, 5:00PM

General Description of the Programme:

GOAL is looking for a talented and motivated national staff member to join our team as Procurement Coordinator. This is a great opportunity to work in an International NGO and help GOAL in delivering its programmes that transform lives every day.

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work.

General Description of the Role:

The purpose of this role is to oversee, and be accountable for, the implementation of sound procurement practice by the GOAL South Sudan team. This includes coordinating all local, national, and international procurement; ensuring that all procurement is conducted in accordance with GOAL policies and procedures, relevant donor requirements, government regulations and in the spirit of obtaining best Value for Money (VFM).

The PC is expected to be field focused: ready, willing, and able to support the team in emergency response, capacity building and programme implementation.

Key Duties:

Coordination, Information Sharing & Management:

- Ensure that staff understand and follow GOAL procurement management processes and practices.
- Monitor the progress of all orders, following up orders awaiting approvals to ensure they do not get delayed,
- Communicate to budget holders and requestors immediately on any anticipated delays clearly outlining the reasons for the delay and the steps taken to resolve problems,
- Manage the set up and maintenance of all procurement filing, electronic and hardcopy, and ensure that files are complete, correct and include all relevant documentation to meet audit requirements,
- Ensure that the Anti-Terror and Sanctions Checks (ATSC) file is complete and kept up to date, and ATSCs for suppliers are renewed as per GOAL policy,
- Organise regular local market surveys and ensure the Vendor Roster and other supplier information is kept up-to-date and referenced during the procurement process,
- Maintain costing data to enable budget holders have easy access to prices for budget formulation,
- Ensure that all procurements that require donor approval are submitted to the Programme



Manager with a specific request to seek donor approval before GOAL proceeds to contracting. This oversight needs to extend to procurement from field locations as well as Juba and HQ based procurements,

- Ensure that the procurement team are aware of any changes to donor regulations with respect to C- 19 that have a direct impact on GOAL South Sudan activities/procurements and that these changes are clearly communicated and followed.

Procurement Planning

- Work closely with each Project Manager (Budget Holders) to ensure that Procurement Plans are in place for each project, the plans are verified against the budget, all procurement requirements are clearly identified, timelines and budgeted amounts are reasonable including allowances for shipment of goods from Juba to field sites.
- Carry out regular reviews of progress against procurement plans and highlight any delays encountered from internal process (receiving PRs, delays in processes etc.) and external (supplier) perspectives.
- Meet with Project Managers (Budget Holders) monthly to review Procurement Plans, discuss upcoming procurements, resolve difficulties and challenges and agree/record action points and deadlines for activities.

Supplier Management Strategy and Systems

- Use the finding of monitoring of procurement to fit into the development of sector supplier engagement strategies for GOAL South Sudan.
- Lead the procurement team to develop strategies to minimise the impact of market restrictions on GOAL procurement.
- Look to establish mechanisms to expedite processes with a particular focus on reducing the time from quotation to contracting and work with suppliers to establish what strategies can be employed to combat price gouging.
- Liaise with other agencies to understand what strategies they are using and understand if there are any efficiencies that can be gained from collective bargaining.

Reporting & Meetings:

- Share short weekly Procurement report highlighting key achievements, challenges and difficulties encountered by the procurement team and proposing solutions.
- Attend weekly System meetings, prepare for and present at Grant Management Meetings,
- Contribute to Procurement sections of internal and donor reports as needed, including analysis of value for money, procurement efficiency, challenges encountered etc.

Requirements:

Essential

- At least 3 years progressive management and leadership experience in the humanitarian or development sectors
- Computer literate with strong skills in Microsoft Excel, Word, and PowerPoint
- Demonstrated understanding and experience of using and managing internal systems and processes,
- Experience working/complying with institutional donors and contracts,
- Good resource management and planning skills,
- Attention to detail and ability to see beyond system problems and initiate solutions,

- Sound numerical and analytical skills,
- Understands importance of deadlines with the ability to strategically prioritise to meet deadlines.
- Ability to work well with diverse teams, and under pressure, often managing multiple requests and liaising with staff at different levels,
- Good interpersonal and communications skills, often with people at a distance, Self-motivated team player.

Desirable

- Degree or professional diploma in Supply Chain Management, Business Management, or related field.
- Experience of capacity building, preparation of materials and delivery direct and/or remote training,
- Experience of using distance (online) learning tools and platforms,

Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion, or gender. All interested and qualified candidates are encouraged to apply.

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury, and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

General Terms and Conditions

This Vacancy Announcement only serves as a guide for the position available. GOAL reserves the right to change this document.

HOW TO APPLY

Email your cover letter, CV, and scans of certificates to goaljobs@ss.goal.ie
 State the position you are applying for in the email subject line.
 Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received

Closing date: 2nd February 2021, 5:00pm, Applications received after this will not be considered.

Please note that only shortlisted candidates will be contacted.