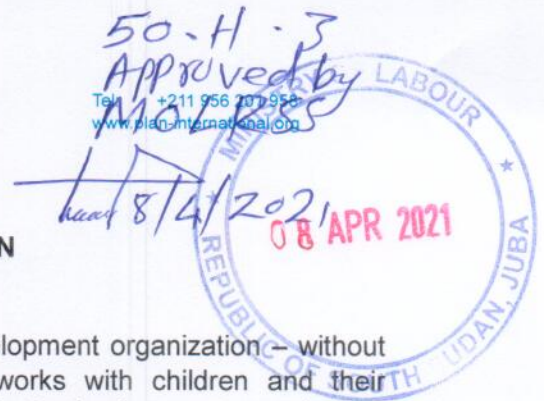




Plan International
South Sudan
Hai Cinema
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**PLAN SOUTH SUDAN
JOB ADVERT**

Plan is an International Child Centred Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has ‘One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant positions:

POSITION 1; No. of Vacancy One (1)

Job Title	:	Procurement Officer
Grade	:	C2
Tenure	:	6 months
Department	:	Supply Chain Department
Reports to	:	Logistics and Procurement Specialist
Location	:	Juba

I. Job Summary

Procurement officer position is within the Supply Chain Department assigned responsibilities of procuring goods and services with the agreed SLA lead time and as per Plan International Global Operation manual-Logistics & Procurement. This position is to enhance effective and efficient program delivery. The incumbent will provide procurement support to field operations in the DRM and emergency response program. Financial measures or statistics relevant to post such as compulsory competitive procurement (CCP) as per the approved budgets

- Report to the Logistics & Procurement Specialist..
- Responsible for procurement of goods and services within the SLA lead time and as per the operation manual- Logistics & Procurement
- *Responsible for the preparation of purchase requisition tracking report bi-monthly*
- *Responsible for the preparation of Tender update status report*

National Organisations: Australia, Belgium, Canada, Colombia, Denmark, Finland, France, Germany, Hong Kong, India, Ireland, Japan, Korea, Netherlands, Norway, Spain, Sweden, Switzerland, United Kingdom, United States. Programme Countries: Bangladesh, Benin, Bolivia, Brazil, Burkina Faso, Cambodia, Cameroon, China, Colombia, Dominican Republic, Ecuador, Egypt, El Salvador, Ethiopia, Ghana, Guatemala, Guinea, Guinea-Bissau, Haiti, Honduras, India, Indonesia, Kenya, Laos, Liberia, Malawi, Mali, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Paraguay, Peru, Philippines, Rwanda, Senegal, Sierra Leone, Sri Lanka, South Sudan, Sudan, Tanzania, Thailand, Timor-Leste, Togo, Uganda, Vietnam, Zambia, Zimbabwe.

Plan Limited, registered in England no. 3001663. Registered address as above.



II. Key End Results and typical Responsibilities:

1. Procurement Management

- Tender Panel secretary with responsibility of taking tender panel notes.
- Create SAP purchase requisition as the requestor specifications.
- Prepare tender documents in line with approved purchase requisitions.
- Prepare proper documentation for procurement of goods and services where procurement procedures are not followed. Prepare waivers and derogations where necessary.
- Receive procurement requests with correct specifications, budget lines and delivery dates and delivery location.
- Gather information about alternative procurement options in order to aid in deciding on the sources of required goods and services.
- Invite request for quotations from suppliers based on the submitted procurement requests and specification.
- Prepare of canvass sheets based on received quotations from suppliers. Submit canvass sheets to the concern Program Managers for review and approval for purchase.
- Prepare and complete purchase orders based on selected suppliers.
- Procure goods and services within the approved budgets.
- Create SAP purchase order as per the approved purchase requisition.
- Work with other team members for the timely receipt of purchased items and ensure they are inspected and supplied as per the specifications.
- Post SAP GN for the procured items are after the concerned requestor have signed for receipt of the same.
- Open respective procurement file as per procurement requests and ensure at all times the files are accessible and complete for audit purposes
- Observe the donor requirements and also Plan Operation manual –Logistics & Procurement all time.
- Prepare purchase requisition tracking report bi-month.
- Prepare tender update and submit to Logistics & Procurement specialist for review and inputs.
- Filling all the procurement documents respectively.
- Work closely with both Logistics officer and Logistics Assistant to that the procured goods are timely dispatched the field operation areas.

Safeguarding Commitment.

- To ensure safeguarding policy and COC of plan international in South Sudan is observed by staffs, associates known to the beneficiaries and all safeguarding concern are reported.
- To ensure staffs, beneficiaries and associates are aware of reporting mechanisms and maintain the confidentiality of the safeguarding concerns reported

III. Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- Working effectively with other departments for the effective programme deliveries.
- Working in an environment where rapid change might suddenly alter priorities

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IV. Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact.

Internal:

- Program teams, DRM & Emergency Response teams
- Country Finance, HR and Resource Mobilization Teams
- Other Plan staff

External:

- Project/Program partners
- Local government authorities
- Service providers and vendors
- Communities and Local NGO



V. Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:

Gained through education, training, & experience

Knowledge

- University degree or Diploma Preferred in Supply Chain Management, Business Administration, Transport or related field.
- 2-3 years of professional work experience in logistics management in a humanitarian setting
- Demonstrated capacity for self-organization.
- Experience in managing day to day interactions with contracted external service providers and analyse their performance.
- Ability to be proactive, prioritize, multitask, and perform efficiently and effectively with individuals in a fast paced working environment
- Ability to identify potential problems before they occur. Proactive in preparation and uses initiative in response

Skills

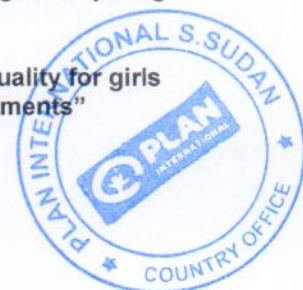
- Strong negotiation,
- Strong analytical and problem solving skills
- Computer literate in the use of relevant software and other applications
- Excellent verbal and written communication and presentation skills; in English
- Excellent mathematical skills and attention to detail.
- Excellent interpersonal skills, including the ability to build relationships with colleagues at distances;

Plan International's Values in Practice

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

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We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment and Demands:

- South Sudan is considered as an unstable security environment with on-going insurgency and civil disruptions.

Level of Contact with Children:

Occasional Interaction with Children.

Application Submission Details.

All Applications marked on the right hand corner of the envelope "**Applications for the Position of "Procurement Officer"**" should be addressed to:

**HR & OD Business Partner
Plan International South Sudan
HAI Jerusalem, Juba Country Office - CES.**

All applications should be submitted either via this email address below;

hr.ss@plan-international.org OR deliver hard copies to Plan International office in Juba.

The closing date for receipt of applications is before close of business on **28th April, 2021**

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.

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