

EMPLOYMENT OPPORTUNITIES

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories. We are seeking suitably qualified candidates for the Education for Peace, Recovery, and Resilience (EPRR) USAID funded project that will provide flexible and responsive education services for conflict affected children and youth in the South Sudan.

Procurement/Contracts Manager (Juba)

Requisition 2020202276

With operational supervision from the Director, Finance & Operations, plan and implement systems and policies that guide all operations related to contracting and procuring supplies and services (in accordance with FHI 360 policy, USAID policy and other donor policies) in support of South Sudan projects, both domestic and international sourcing. She will also manage grants and contracting functions, including contracts with construction companies, consortium partners and agreements with funders and sub agreements management with implementing agencies.

Duties and Responsibilities:

- Ensure the project has a procurement plan.
- Participate in the negotiation of contract terms on a range of procurements and monitor delivery of exact specifications.
- Implement procurement policy and systems for procurement at Juba and the hubs.
- Undertake tendering, evaluation, placement, and monitoring of a portfolio of South Sudan Offices procurement.
- Undertake active roles in constructions procurements and processes to ensure project deliverables are achieved
- Support the planning and coordination of central procurement activities, including storage and delivery.
- Responsible for training of staff in contracting and procurement rules and processes and record keeping.
- Ensure compliance with procurement and contracting procedures at Juba and field level as per FHI 360 policies and USAID regulations
- Coordinate formal bids and request for proposal (RFPs).
- Review contracting and procurement specifications, terms and schedules.
- Prepare specifications, compare bids received and present recommendations on purchases to management.
- Adhere to all required procurement budgets and donor purchasing guidelines, policies and controls on procurement.
- Solicit and negotiate competitive pricing from vendors and make recommendations for issuance of purchase orders.
- Drive continuous improvement in all aspects of the procurement process
- Review sub-agreement and subcontracting implementation activities and contractual arrangements to ensure they meet with donor and organizational regulations.
- Interpret and apply funding regulations to ensure that all policies and procedures and federal procurement and contracting requirements are met for sub-agreement and subcontracting activities.
- Ensure project-wide understanding of contractual and procurement issues among staff.
- Implements procedures for projects to ensure that adequate records and audit trails are maintained.
- Keep current with changes in contractual regulations.
- Provide support on special projects within C&G.
- Experience and good working knowledge of USAID contracting and procurement regulations is required.
- Perform other duties as assigned.

Requirements: MS/MA degree in relevant field with 5-7 years relevant contracting and procurement experience ▪ Or BS/BA degree in relevant field with 7-9 years relevant contracting and procurement experience ▪ Familiarity with donor-funded procurement rules and regulations is required ▪ Experience with USAID procurement and contracting mechanisms ▪ Good working knowledge of USAID contracting and procurement regulations is required ▪ Demonstrated success in multicultural environments is an advantage ▪ International NGO experience preferred

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the entire range of technical questions and complex policy issues associated with infrastructure projects such as buildings, power plants, water facilities, telecommunications, roads, etc. ▪ 7-9 years of significant infrastructure/engineering project management experience in the public and private sectors, acting as the “owner’s engineer” and coordinating with professionals in other sectors/disciplines such as public administration, economics and finance, trades and labor unions, as well as with customers and stakeholders of infrastructure services from all walks of life

Eligibility: All positions are local hire. To be eligible, applicants must have South Sudan citizenship, permanent residence or current valid work authorization.

For detailed information, please visit our employment webpage at www.fhi360.org

FHI 360 has a competitive compensation package. Interested candidates may go to FHI 360’s Career Center at <https://www.fhi360.org/careers> to register online, and to submit CV/resume and cover letter. Application deadline is 31 December 2020. Hard copy applications can be delivered to BRAC South Sudan Office, Plot 15 Block L14, Atlabara Street 22 Juba. FHI 360 is an Equal Opportunity Employer. Female candidates are strongly encouraged to apply.

Disclaimer:

FHI 360 does not charge candidates a fee for a test or interview.