Job Vacancy

Job Title:	Procurement Officer
Location:	Juba, South Sudan
Reports to:	Procurement / Supply Chain Coordinator
Posting Date	20 April 2022
Closing Date	10 May 2022

General Description of the Programme & GOAL

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 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. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose

The Procurement Officer is responsible for the procurement of supplies, works and services in accordance with GOAL and donor policies and procedures.

Duties and responsibilities

Procurement:

- Manage allocated procurement requests in accordance with GOAL procedures and donor requirements.
- Advise requestors on specifications, criteria, and GOAL procurement procedures as needed,
- Arrange procurement and tender committee meetings ensuring participants are invited with due notice, required documentation is prepared and shared, minutes are recorded and approved.
- Understand GOAL terms and conditions and draft contracts based on GOAL templates.
- Contract all allocated procurements within the target lead times. Notify manager in advance of any foreseen delays and ensure GOAL terms and condition of purchase goods/works are incorporated in all contracts/POs.
- Maintain full soft and hard copy procurement files as per GOAL procedures on procurement document archiving process.
- Inform the warehouse of orders placed and provide soft copies of documents to support the reception.
- Upon confirmation of receipt of goods by the warehouse prepare payment paperwork and ensure approved invoices are submitted to finance for payment within 15 days of receipt.
- Support the warehouse team to ensure the right supplies ordered are received
- Record contracts on the contract management database and update any payments made.
- Keep the Juba order tracking sheet up to date ensuring access to live and accurate information.
- Utilise existing contracts and framework agreements to ensure efficient procurement.

Supplier engagement

- Liaise with suppliers in a professional manner on behalf of GOAL. Make sure that all suppliers are dealt with fairly and equally. Do not use your position for personal gain and immediately declare any conflict of interest in accordance with GOAL procedures.
- 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,

- Support regular local market surveys and ensure the Vendor Roster and other supplier information is kept up-to-date and referenced during the procurement process,
- Monitor supplier performance and report to the manager.
- Update Supplier data base according to GOAL procedure
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Personal management and development

- Manage own workload ensuring timely delivery of multiple concurrent activities.
- Stay up to date with GOAL policies and procedures including undertaking regular training.

Other responsibilities:

- Support procurement planning for new programmes as requested.
- Travel to field offices to support field level procurement processes.
- Prepare monthly/quarterly Procurement report and submit to the manager.

Behaviours

The Procurement Officer is expected to act as a representative of GOAL and demonstrate the highest standards of ethical behaviours and fulfilment of GOAL values. The Procurement Officer must be able to successfully multitask, work to changing priorities, maintain high attention to detail and ensure full completion and closure of tasks.

Requirements (Person Specification)

Essential

- Degree/national diploma /other relevant professional qualification. >3yrs specific procurement experience if no qualification.
- At least 1-2 years relevant experience.
- Ability to handle typical planning, analysis, and reporting.
- Computer literate with strong skills in Microsoft Excel and Word.
- Sound numerical skills.
- Good interpersonal and communications skills.
- Familiarity with the use of cloud documented management.
- Good written and verbal communication in English.

Desirable

- Experience of providing training on organisational procedures.
- Familiar with data protection standards and practices.
- Able to work in Arabic.

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:

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- 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.

HOW TO APPLY

There are two ways to apply. Please only use one.

1	Submit your cover letter, CV and copies of certificates in a sealed envelope with the position you are applying for stated on the envelope. Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.
2	Email your cover letter, CV, and scans of certificates to goaljobs@ss.goal.ie State the position and Location 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

Please note that only shortlisted candidates will be contacted.

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