



Plan International
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Approved by
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered 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 also works with both International and Local partners. **In order to enhance its response program, Plan South Sudan is seeking an experienced South Sudanese to fill the position of Procurement/Contract Management Officer to support the Supply Chain Department.**

POSITION 1; No. of Vacancies One (1)

Job Title	:	Procurement/ Contract Management Officer
Grade	:	C2
Tenure	:	9 Months (With Possibility of Extension)
Department	:	Supply Chain Department
Reports to	:	Logistics & Procurement Specialist
Location	:	Juba

Purpose of the Role

The Procurement/Contract Management Officer position is within the Supply Chain Department assigned responsibilities of procuring goods and services, contract and memorandum of understandings 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.

- Manages a number of projects or processes (Tendering, Market Survey and contract management)
- Manages performance of suppliers and gives advice/guidance to the Logs/Supply specialist.
- Some latitude of setting own objectives within departmental guidelines

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

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- Problems may vary but solutions can be derived from previous experience with judgement being required to choose and apply the most appropriate solution.
- The impact of this level always affects the department and sometimes the organisation.
- Requirement to influence Managers and to negotiate medium level contracts and manage external relations with the suppliers.
- Proactively control, monitor and report on all contract performance through Monthly reports



I. Typical Responsibilities - Key End Results of Position:

1. Procurement Management

- Tender Panel secretary with responsibility of taking tender panel notes.
- Prepare invitation to tender documents in line with approved purchase requisitions.
- Identify new sources of procurement in a proactive manner or according to specific requests by comparing the regional database with the global database to identify the most cost effective purchasing routes to meet programmes needs on time and to specified quality.
Establish evaluation and negotiate payment and credit terms for all new and existing suppliers.
- Provide SAP training to new staff members (if required), as a 1:1 coaching or classroom style training.
- Ensure that Plan conforms to donor and Plan's regulations for tendering and to be aware of any major developments or changes in those procedures.
- Ensure regular (Quarterly) contracted supplier performance evaluations with stakeholders (procurement officer, admin officer, etc.)
- Prepare proper documentation for procurement of goods and services where procurement procedures are not followed. Prepare waivers and derogations where necessary.
- Prepare invitation to tender documents and also invite request for quotations from suppliers based on the submitted procurement requests and specification.
- Prepare of canvass sheets based on received tenders/bids received from service providers. Submit canvass sheets to the concern Program Managers/budget holder for review and approval for purchase.
- 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 tender update and submit to Logistics & Procurement specialist for review and inputs.
- Filling all the procurement documents respectively.
- Work closely with both Logistics officer, Admin officer and Logistics officer that the procured goods are timely dispatched the field operation areas.

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2. Market survey.

- Conduct monthly market survey.
- Prepare monthly market survey report and share with Logistics & Procurement Specialist.
- Gather information about alternative procurement options in order to aid in deciding on the sources of required goods and services.
- Open respective market survey files as per procurement requests and ensure at all times the files are accessible and complete for audit purposes
- Identify best practises in supplier's selection process and other supply chain management practises.
- Share market experience on reliable supplier's database with management
- Ensure proper supplier performance experiences are put in place.
- Identify right strategic contracting mechanism employed by other agencies in order to increase supply chain efficiency.
- Market Research: prequalifying potential suppliers-evaluating their potential - size, financial standing, ethical rating, technical competencies.

3. Contract Management

- Discussing plans with architects, surveyors and buyers before building work starts
- Planning work schedules for the job and working closely with PIAM/Engineers and Contractor,
- Work closely with field team in ensuring conflict management is well documented
- Monitoring progress, costs and checking quality with the team
- Making sure the work meets legal requirements and Building Regulations
- Reporting regularly to the client on performance management.
- Prepare all contracts, lease agreements partnership agreement and memorandum of understandings (MOUs.)
- Prepare all contracts, lease agreements partnership agreement and memorandum of understandings (MOUs) extensions in time to avoid gaps of excursions.
- Create SAP purchase order as per the approved purchase requisition
- Prepare contracts, lease agreements partnership agreement and memorandum of understandings (MOUs monthly tracking report.
- Conduct service provider performance and provide report for the same.
- Open respective agreement files as per procurement requests and ensure at all times the files are accessible and complete for audit purposes.

Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages

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Dealing with Problems:

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

- An ability to technically staff working under pressure and build excellent working relationships in short timeframe.
- The post-holder will need to have the ability to find solutions to difficult programmatic and management issues, taking corrective action as necessary.
- Dealing with and harmonising multiple demands from client groups
- Working effectively with multiple cultures and languages
- Working in an environment where rapid change might suddenly alter priorities

Communications and Working Relationships:

Internal:

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

External:

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



Knowledge, Skills, Behaviours and Experiences required to achieve role's objectives:

Gained through education, training and experience

Education/Knowledge

- University degree Preferred in Logistics & Procurement, Business Administration, Logistic/ Transport or commercial law.
- 2-3 years of professional work experience in logistics and procurement 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.

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- 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

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:

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field

Level of Contact with Children:

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Occasional Interaction with Children.

APPLICATION SUBMISSION GUIDELINE

All applications marked on the right hand corner of the envelope “Application for the Position of Procurement/Contracts Management Officer – Juba should be addressed to:

The HR & OD Business Partner
Plan International South Sudan
Hai Jerusalem

Application should be submitted either via this e-mail address 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 13th October 2021.

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



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