



THE
CARTER CENTER



Job Advertisement

Assistant Procurement Manager, Juba (1 Position)

The Carter Center (TCC) provides Technical Support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control Programs. The Carter Center is currently seeking to recruit a dynamic, qualified candidate for the post of **Assistant Procurement Manager** based in Juba with field site visitation in the rural locations of South Sudan.

Title: Assistant Procurement Manager (1 Position)
Duty Stations: Juba with frequent field work
Duration: Current- August 31st, 2024
Closing Date: August 09th, 2024
Probation: 3 Months

THE CARTER CENTER
C/O MINISTRY OF HEALTH
JUBA, SOUTH SUDAN

Reporting to: Procurement Manager

Job Purpose: To provide Procurement Technical Support to TCC-Supported, MoH-RoSS, South Sudan Guinea Worm Eradication Programme (SSGWEP) and Trachoma Control Program (TCP). The **Assistant Procurement Manager** will report to the Procurement Manager and work closely with the Heads of Departments, Program Technical Leads and Supervisors at various levels for all Procurement needs.

Key Responsibilities:

- With strict adherence to The Carter Center rules and regulations, facilitate receipt of quotations, Participate in public tendering process and cycle.
- In coordination with Procurement Manager, Operations and Technical staff, assist in ensuring that procurement needs are accurately anticipated and planned well.
- In coordination with the Procurement Manager, maintain regular communication with requestors to ensuring the proposed purchase satisfies requestor needs.
- Monitoring the delivery of goods and services to the requester at the final stage of the procurement process.
- Ensure, verify accuracy of goods, services procured and end point.
- In coordination with the Procurement Manager, monitor status of ongoing work assignments and help maintain reportable schedule.
- Assist in market research and awareness, e.g. new suppliers, networks, products/services, fraud trends, etc.

- Ensure adherence to applicable organizational SOPs, specifically procurement function, Inclusive of vendor/quotation review, selection, Purchase Order
- Help facilitate the updates and availability of report tracking mechanisms.
- Assist with maintenance of Vendor databases across the Program's main office and field locations from which procurement activities take place.
- Work with Procurement Manager to identify and prevent areas of potential fraud
- Ensure all procurement files are held in both soft and hard copies.
- Assist to ensure payment of suppliers is made promptly and that the finance department receives all the necessary documentation.
- Provide advance warnings of delivery delays/shortages to Program Managers.
- Make sure that all suppliers are dealt with fairly and equally.
- Ensure items are never purchased from family members or colleagues and avoid conflict of interest at all costs.
- Ensure the receipt of all goods procured locally is properly recorded and rectification is completed promptly.
- Perform other duties as requested by the Procurement Manager.

Person Specifications:

- **South Sudanese Nationals only**
- Education; Completed Technical Training in the following fields of discipline: Bachelor's Degree in Procurement, Logistics and Supplies; other Chartered certifications would be of an added advantage
- A Procurement/Logistics background is highly desirable.
- Three (3) years' experience in a similar role with a reputable organization or entity.
- Fluency in English and Juba Arabic



Application deadline: August 09 2024.

Only shortlisted candidates will be contacted. **Women** candidates are highly encouraged to apply. **No original documents are required at this stage.**

For Interested candidates, please submit your application comprising of: (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position to:

HR Dept. Applications may be submitted either by:

1. Email: **recruitment-ssd@cartercenter.org** (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba Town/Hai Jebel Nyoka or any of our field hubs located in: **Kapoeta, Lafon, Awerial, Rumbek, Uror and Tonj East.**

