



SOUTH SUDAN NURSES AND MIDWIVES ASSOCIATION

A Heart For A Better Healthier Nation



Vacancy Announcement

Logistic & Procurement Officer

Position	Logistic & Procurement Officer
Work Place	Juba, with occasional travels within South Sudan at SSNAMA State Chapters
Starting date	ASAP
Duration	5 Months
Organization and Program Information	<p>The South Sudan Nurses and Midwives Association is a professional body for Nurses and Midwives in South Sudan. This Association was established in 2011 with support from the Ministry of Health and United Nations Population Fund. One of the main objectives of the Association is to strengthen the provision of quality health care services for increased access of individuals, families, and communities in South Sudan.</p> <p>The Association attracts membership from any Registered Nurse and/or Midwife working in the Republic of Southern Sudan.</p> <p>An opportunity has arisen for a Procurement and Logistics officer to join SSNAMA in delivering a safe and high quality Nursing and Midwifery Care to the people of South Sudan</p>
Key Tasks & responsibilities	<p>The procurement and logistics officer is responsible for providing support in the various logistics and procurement functions which include maintaining the records and the invoice checks and reports. S/he will:</p> <ul style="list-style-type: none"> • Implementing procurement strategy to drive best pricing and supply advantages • Conduct activities associated with the delivery of goods and receipt of goods and services from vendors while adhering to the set guidelines. • Liaise with Finance and program teams to ensure purchase requests are supported by budget availability prior to procurement. • Produce request for quotations (RFQs) and ensure proper bid analysis is undertaken by the procurement committee. • Managing the organization's relationship with all suppliers.



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- Prepare contracts with supplier, and ensure necessary annexes including code of conduct and Prevention of Sexual Exploitation and Abuse (PSEA) Policies are attached as deemed necessary.
- Maintain a well-organized filing and documentation system for all the procurement documents in the Organization.
- Take part in proper management of SSNAMA vehicles including timely servicing, coordination of activities and allocation of schedules for smooth running of the Organization
- Maintain an effective storage and Inventory system including updating on monthly basis.
- Supervise drivers and other staff as may be assigned.
- Support and ensure the security of employees and Organizational assets at all times through compliance to Organizational Safety and security guidelines.
- Support the project staff to prepare procurement documents and provide regular updates on procurement status.
- Ensure that principle of transparency and accountability are always followed.
- Ensuring the procurement processes are carried out according to SSNAMA Procurement Policies.
- Checks all invoices for logistics services against service request made, verifies, summarizes and submits invoice package to finance department for payment.
- Raise the purchase orders, RFQ, seeks approval of relevant authority.
- Collecting the signatories /approval of various documents for processing.
- Follow up with suppliers to ensure timely and safe delivery of goods and services.
- Build and maintain good relationship with suppliers.
- Follow up with Finance department to ensure that suppliers are paid on time.
- Lead the organization through broader systems and process change, as it pertains to Procurement and Logistics
- Lead in supply chain best practices, while maintaining the appropriate level of compliance.
- Perform any other duty as per the Organization need.



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Skills and experience	<ul style="list-style-type: none">• B.Sc in procurement and logistics, supply chain management, or other relevant disciplines.• At least 3 years' experience working in procurement, logistics and administration in humanitarian setting.• Proven capacity to plan, organize and prioritize tasks to meet objectives and deadlines.• Excellent interpersonal and communication skills.• Trust worthy, committed and hardworking.
How to apply	<p>Interested candidates who meet the requirements are encouraged to send their application letter and updated CV with copies of certificates and contact details of work related referees using the email recruitment@ssnama.org . Please quote the position.</p> <p>Applications should be addressed to the Human Resources, South Sudan Nurses and Midwives Association (SSNAMA). Hard copies will be dropped at South Sudan Nurses and Midwives Association (SSNAMA) Office at Juba Teaching Hospital/JCONAM Compound.</p> <p>The closing date for submitting applications is <u>22nd JULY 2024</u>. We regret that only short-listed candidates will be contacted.</p>



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