



## **JOB ADVERTISEMENT**

**Job Position: Procurement Officer**

**Date of publication: 8<sup>TH</sup> July 2019**

**Deadline for applications: 26<sup>th</sup> July 2019**

**Number of Positions Available: 01**

**Place of work: Juba**

**Weekly hours: 40**

### **Job Purpose**

Under the direct supervision of the Logistics Coordinator based in Juba, you will be in charge of the daily management and coordinator of all procurement activities and transactions for the HI South Sudan mission. This includes all national, regional and international procurement transactions

You will ensure the smooth running of the procurement sector and providing direct supervision and support as may be required to all staff related to the procurement sector at both Juba and field levels.

You will ensure full compliance with HI/Programme/donors' procurement policies, the association's rules on goods and assets management, and in such a way as to ensure the security of its human and material resources. You will report to the Logistics Coordinator

### **Duties and Responsibilities**

- Following the procedures set up by the Logistics Coordinator ensure the administrative management of procurement in the capital, regional and international procurement including support to projects i.e.
- To receive PSR from applicant after all required validations as defined in adapted procurement procedures.
- To conduct market survey for quotation ensuring that all procedural requirements are fulfilled during this process.
- To Prepare Bid Analysis where applied, to finalize the supplier(s). It is imperative to ensure that quotations carry all essential information needed for a valid bid analysis.
- To perform Sample analysis, where required to support bid analysis to finalize bid analysis.
- To prepare Purchase Order / Supply Contract and getting it signed according to procurement procedures and administrative needs.
- To regularly updating purchase follow up with complete information and sharing it periodically (fortnightly) with head of departments/projects
- Guarantee the quality of products, services, deadlines and price competitiveness (several quotations), respecting ethical rules.
- Ensure the administrative follow-up of internal and external orders; ensure that all documents related to them (way-bill, packing list, etc) are filed.

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- Guarantee the quality of products, services, deadlines and price competitiveness (several quotations), respecting ethical rules.
- Ensure the administrative follow-up of internal and external orders; ensure that all documents related to them (way-bill, packing list, etc) are filed.
- Ensure reception conditions of freight or arriving material, as well as the organization and setting up (packaging and documentation) of material before its shipment.
- All purchase folders must carry all required documentation, procurement procedures demand i.e. PSR, quotations, SBA, PO/Contract, Good Receiving Notes, Copy of Invoice and proof of payment.
- Filing of all purchase folders equally and chronologically in a manner that all folders are easily accessible when needed.
- Ensure communication with all mission stakeholders including the field concerning the follow-up of their orders.
- Ensure regular communication with procurement stakeholders both internally and externally
- Ensure to regularly update and share with line manager the Procurement Monitoring Chart on weekly bases

#### **HR Management**

- Supervise his/her team making sure that everyone complies with his/her job description, in good working conditions.
- Draw up and follow up a team planning (vacations, replacements, etc)
- Ensure that daily workers are properly recruited, monitored and previously validated.
- Evaluate training needs, participate in the identification of candidates and take part in on-going training, in conjunction with the line manager.
- Reporting
- Prepare and share Periodic Reports of logistics activities i.e. Monthly Logistics Report for last month and submit to Logistics Coordinator by 4th of each month.
- Immediately inform the line manager of information that has or could have an impact on the security of Humanity & Inclusion staff and /or properties.
- Informs the line manager on any relevant matter and arising problems.
- Takes part in the preparation of activity reports, and ensure statistical assessment of the assigned sector
- Security
- Follow the respect of security regulation and refers to the Log coordinator and Program managers in case of any problem.
- Follow the security context and refers to the Log coordinator in case of potential problems

#### **Eligibility/Qualifications**

- Good level on IT skills (Excel + Word)
- Post-Secondary Qualification in Management, Finance and/or Accounting
- IT/office automation
- General principles of car mechanics



- Functioning of telecommunications equipment
- Basic knowledge of customs formalities and transport procedures
- Stock management principles
- Logistics issues relative to humanitarian work and developing countries, donor rules and procedures

### **Skills and experience required**

- At least 2 years' experience as Logistician with primary focus on procurement and supply chain management
- Experience working with multicultural and pluri-disciplinary teams
- Fluent English / Arabic knowledge
- Team worker

### **Main internal interfaces**

- Logistics Coordinator
- Logistics Assistant
- Country Director
- Admin Coordinator
- Project Manager

### **Main external interfaces**

- Visitors (HQ missions)
- Vendors
- Government authorities
- Other NGOs & UN partners

**Note:** This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort



### ***HOW TO APPLY***

Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before 5:00 PM on **26<sup>th</sup> July 2019** through email or physically to:

HR/Admin Department,

**Humanity & Inclusion**

Plot No 223; Block 3K South, Airport Ministry Road, Tomping,

South Sudan – Juba

Email to: [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org)

***Name of the position applied for must be written on the email subject or on the envelope***

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

***Humanity & Inclusion is a leader in disability inclusion and particularly welcomes applications from female and male qualified candidates with disabilities. Please feel free to indicate in the application if you have a disability.***

***You don't have to disclose the nature of disability.***

***Thank you***

