



Job Advertisement

Sourcing Officer

Based in Juba. South Sudan



Job Purpose:

Ensure quality goods and services are procured in a timely and cost-effective manner to Medair Projects. Effective and integrity-focused supplier management, aligned with Medair procurement procedures and policies.

Major Duties and Responsibilities

Procurement

- Manage the processing of local, regional, and international purchase requests.
- Responsibility for keeping the BOF up to date, ensuring accurate and up-to-date information is provided for all order on a weekly basis. This is the key communication document to the field.
- Implement the procurement planning in liaison with the Logistics Manager
- Implement selected supplier lists, price lists, conduct price controls, market research, and consolidate orders where possible.
- Work towards contracting suppliers through competitive processes, to achieve efficient and consistent procurement with maximum value for money.
- Ensure all procurement activities are carried out in line with Medair guidelines and procedures and according to any donor requirements.
- Provide clear information (e.g. PR's, line-item details) to warehouse so that the warehouse can provide clear weight / packing information to transport for manifests and produce clear Waybills for the field.
- Be responsible for determining which of the international orders require a Tax exemption (based on cost and mode of transport) and ensure application is submitted quickly. Communicate with HQ to hold shipments until tax exemption is received in Juba.
- Develop and maintain positive relationships with suppliers, local authorities, other NGOs and any other stakeholders, representing Medair and ensuring good co-operation and partnerships.

Quality Management

- Oversee procurement as an end-to-end service to Programmes; only close out orders on the BOF when confirmed as correctly received items in the field.
- Responsibility for Quality Assurance, checking goods delivered on PR's assigned to them within 24 hours of items being delivered to the warehouse.
- Ensure good record keeping with accurate paper trail and electronic records.

Relationship building

- Key coordination and responsibility for the relationship with HQ logistics and Nairobi logistics, acting as the focal point for requesting quotes and feeding back information to the field teams and then funnelling PR's as appropriate to Nairobi / HQ
- Develop integrity and accountability focused relationships with all suppliers.

Essential Requirements

Person Specification		
Qualification / Experience	Essential	Desirable
Vocational qualification	Professional / vocational / technical qualification in a relevant field	University degree in relevant subject or working towards
Work experience	1+ years in Procurement NGO experience Work experience in logistics, preferably in an NGO setting	2 years' experience working in a cross-cultural setting, preferable in the logistics sector
Languages	Strong working knowledge of English (spoken and written)	Ability to speak, or willingness to learn, local language
IT	Computer literate with good working knowledge of Microsoft Excel, Word and Outlook	Experience in stock management systems

	and Outlook	
Competencies	Essential	Desirable
Motivation	Strong Christian commitment Enjoys a challenge and works hard to achieve objectives. Solution-oriented approach	Enthusiastic, compassionate, self-motivated, energetic, autonomous
Team building	Good inter-personal skills	Previous experience of living and working in a multi-cultural team Encouraging, supportive
Adaptability	Capacity to work under pressure and manage personal stress levels. Creative, open-minded, flexible, self-learner Can prioritise work to meet deadlines. Able to cope with basic living conditions in the field and during field trips	Willingness to be stretched professionally, personally, and spiritually
Technical expertise	Problem solving ability. Competent with administrative tasks Commitment to best practice Quick learner with practical, precise approach Attention to detail	Technical understanding of mechanical and communication equipment Good numerical and report writing skills
Management and leadership	Able to make decisions within a consultative and supportive framework. Respectful, accountable, honest Willing to make and communicate tough decisions	Able to motivate others. Experience in coaching and training
Areas of expertise	Logistics / Supply Chain Office Administration	

Applications deadline: 4th December 2024 at 5:00 PM.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - , Hai Tong Ping** or e-mail: recruitment-sds@medair.org *Or you can drop Hardcopy at Medair Compound in Juba.* **Due to the agency of this position, applications will be reviewed on a rolling basis thus the position might be filled before the deadline. Qualified Female Candidates are strongly encouraged to apply.**

