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Approved by
Wol 15/12/22



POSITION : Procurement Officer
ORGANISATION : African Parks – South Sudan
LOCATION : Juba
REPORTING TO : Finance Manager
EXPECTED START DATE : **January 2023**

BACKGROUND:

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30,000 KM². The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM², and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

JOB OVERVIEW:

The objective of the Procurement Officer role is to ensure the procurement and needs in South Sudan Country Office are met and that all procurement activities are done effectively, accurately and on-time. He/she will work closely with program, Finance, and other administration. All activities are carried out in line with African Parks Policies and Procedures according to any applicable donor, Country Office, and field level guidelines.

MAIN ROLES & RESPONSIBILITIES:

Responsibility 1: To timely procurement of goods and services as per the procurement plans of programmes and operations. By;

- Coordinating and facilitating the procurement requirements of programmes in line with their procurement plans based on Procurement policy and procedures.
- Plan, coordinate and conduct national and international tendering processes in consultation with the Project Manager.
- Updating supplier database and market price list based on changes in market price to support teams in raising Supplies Requests in line with market prices.





- Collecting quotes and bids in line with approved Purchase Requests raised by staff authorised to raise them and analysing quotes from suppliers to aid the work of the purchase committee using the Procurement bids summary (PBS).
- Creating purchase orders based on the best service provider/supplier selected by the purchase committee and timely delivering orders to the selected suppliers.
- Following up suppliers for timely delivery of supplies to enhance efficiency in programme delivery.
- Ensuring that invoices received reconcile to purchase orders and goods received notes (GRN). And where there are anomalies notifying supplier and stores.
- Preparing payment request forms ensuring all required supporting documents in line with Donor regulations are in place, duly authorised as per policy before presenting payment requests for approval for payment.
- Work closely with Program staff to ensure all supplies delivered received and GRNs received on time.
- Compliance checks in relation to procurement guidelines and donor requirement. Advising budget holders and managers of additional documentations requires explaining gaps. This may include waivers, memos, note to file etc. as deemed satisfactory for the state of the procurement cycle where the gap is occurring.
- Review the active suppliers/contractors/service providers to ensure that each provider does not exceed the maximum approved period of service. Ensure to suggest a change of providers after every two years of service.
- Notifying suppliers to come for their payments in timely manner.
- Address all inquiries related to procurement and ensure that relevant correspondence is processed/ filed accordingly.

Responsibility 2: To Provide effective assets and warehouse management, by:

- Update country's FAR- fixed asset register master list regularly and share to the management as per African Park's and donor's assets management policy and procedures.
- Ensure all organization's assets are properly recorded and tagged as per African Park policy.
- Coordinate with field offices and get monthly stock report, then review and consolidate the report for management consumption and manage the routine disposal of assets as per African Park policy.
- Ensure the efficient and compliant disposal of assets and work closely with all programme areas to manage the asset disposal process to completion.
- Report immediately when discrepancies, theft or damaged inventors identified or suspected.





- Check stores physical structure and report immediately when maintenance is required.
- Ensure all store documents are properly used in all time.
- Establish good checking system for arrived supplies involving relevant technical team.

EDUCATION AND EXPERIENCE:

Essential

Minimum Qualification required: Bachelor's Degree in procurement or any other related fields.

Experience: At least 5 years and above experience in procurement.

Technical Skills & Abilities:

Professional experience related to Logistics & procurement Management in NGO setting

Knowledge of international humanitarian standards for Procurement & Logistics Mgt.

Ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity

Strong proven skills in logistics, procurement, HR, security, and/or financial management.

Fluency in English

Good communication and interpersonal skills, and the ability to work in a team

HOW TO APPLY:

To apply, please email your CV and cover letter to ssrecruitment@africanparks.org or hand delivery to **African Parks office, Synergy Suites – Plot No 849, Block No 3-K South** by Monday, 4th January 2023. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

