



## Vacancy notice

Advert opens 21<sup>st</sup> March 2023.

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East, and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity building. Currently it has programs in Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership, and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Roving Logistics and Procurement Officer as detailed below.**

### Position: Roving Logistics and Procurement Officer

**Based Location:** Juba

**Number of position (s):** One (1)

### Reporting Line:

The Roving Logistics & Procurement Officer reports directly to the Logistics and Procurement Manager

### Purpose of the position:

The Roving Logistics & Procurement Officer is responsible for the logistics/procurement activities which includes, asset management, vehicle management, pre-qualification of vendors and documentation.



## Duties and Responsibilities

- Prepare Request for quotations and Comparative Bid Analysis, Purchase Orders and Supplier Contracts. Waivers as well as Goods Received Notes, Service Competition Note for each procurement transaction.
- Support all field offices to enforce control procedures and assure adequate documentation and approvals for all procurement.
- Support field offices in procurement of goods and services in compliance with Cordaid and donor procurement regulations.
- Coordinate and support requestors to prepare complete and comprehensive Purchase Requisition Forms.
- Assist with the maintenance of the procurement plan and the procurement tracking tool to facilitate timely communication of procurement/purchase needs, status updates on progress of all orders, and effective and efficient service delivery.
- Ensure effective and cost-conscious undertaking of market pricing research and continuous search for competent, reputable, and reliable suppliers of goods or services.
- Support vendor mapping / Visit suppliers (company site, stores, and/or production facilities) to collect information and support the due diligence process.
- Conduct inspection and physical verification of all field office assets, review to ensure databases are up to date on the quantity, quality, serviceability, and location of relevant equipment/items.
- Ensure that a register for assets, non-expendable property and equipment is updated and a master sheet is compiled in liaison with the Logistics and Procurement Manager.
- Update the vehicle files that includes the vehicle expenses and history activities.
- Vehicle File documents should be filed as per the registration number.
- Renew all Cordaid vehicle and motorbike licence registration and insurance renewals. Ensure completion of process prior to the expiry of the current license and insurance cover.
- Manage the procurement of fuel for all South Sudan locations and ensure sufficient reserve is maintained at the Juba Office for vehicle, motorbike and generators use.
- Prepare and submit the vehicle services request per vehicle and ensure that the service is done on the stipulated and scheduled timeframes and/or mileage limit.
- Arrange for vehicle maintenance and repair for Juba based Cordaid vehicle and ensure to submit the Vehicle Inspection Report on regular basis and report any unreported defects.
- Support in field vendor prequalification and produce the report in liaison with the Procurement Committee.
- Assist in the archiving process and audit readiness.
- Scan and upload documents on SharePoint.

## Key qualification and competencies

- Minimum qualification expected bachelor's degree in Logistics and/or Business Administration and/or any equivalent and related qualification.
- At least 2 years' experience working in logistics management.
- Should have knowledge of the South Sudan government regulations and requirements.
- Should have working knowledge of programme activities and programme management.
- Good relations maintenance and with good inter-personnel skills
- Excellent Planning and organisational skills are essential.
- Must have good judgemental skills and ability to report accurately.
- A proactive person is required with analytical skills and problem-solving approach.
- Fluent in spoken and written English (Arabic is an advantage)



## Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 3 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes. **e.g.CSS002/03/24 Roving Logistics and Procurement Officer.**

or

Applications can also be hand dropped at Cordaid Office Juba, Plot 45, 3<sup>rd</sup> Class Hai Neem, to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **16<sup>th</sup> April 2024.**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure.

All applications submitted cannot be returned.

### **Note that:**

Cordaid recognises the right of each individual in particular children and adults at risk with the aim to protect, empower and prevent any abuse and exploitation action against them by implementing the policy on Prevention of Sexual Abuse and Exploitation (PSEA) of the children adults, regardless of gender, race, religion, culture and ability or disability.

**(South Sudanese Nationals Only)**

