



VANANCY ANNOUNCEMENT

Shejeh Salam Activity

SCOPE OF WORK

TITLE: Procurement Director
GRADE: 10 to 12 range
DURATION OF CONTRACT: September 30, 2023, renewable
LOCATION: Juba, South Sudan
SUPERVISOR: Deputy Chief of Party – Operations and Finance

Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year Shejeh Salam Activity in South Sudan. Shejeh Salam is building a foundation for a more stable and socially cohesive South Sudan that enable local actors to build community cohesion, promote peace processes and peaceful co-existence; civil society actors advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam primarily programs in Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria regions, although geographic focus may shift.

Position Summary:

The Procurement Director (PD) is responsible for establishing and maintaining the project's procurement systems and records, according to DT Global and US Government rules and regulations. Furthermore, the PD will train, manage and oversee the procurement team in Juba and field offices and ensure the efficiency and effectiveness of procurement in support of implementing Shejeh Salam activities and operations.

Duties and Responsibilities:

- Responsible for the procurement direction according to USAID and DT Global policies and procedures, as well as South Sudanese legislation, including:
 - Full and transparent documentation through purchase requests, purchase orders, request for quotation, Comparative Statements, Bid Analysis, Invoices and Delivery Reports
 - Conducting Best Value procurement for USAID contractors
 - Establishing and maintaining of blanket purchase agreements and task orders issued under them
 - Ensuring construction procurements as per USAID rules and regulations
 - Implementing procurement tracking log and associated database or other tracking tools
 - Reviewing procurement documentation from field offices and checking for accuracy and compliance with USAID/ Shejeh Salam policies and procedures
- Responsible for establishing and managing DT Global South Sudan's procurement systems, including:
 - Overseeing procurement activities for in-kind grant activities, including but not limited to determining procurement requirements, identifying the most appropriate procurement alternative, inspecting goods, or verifying services, and monitoring the use and disposition of goods
 - Responding to procurement requests from the program staff related to supplies, materials, and other items for program beneficiaries and activities
 - Managing tendering processes including Requests for Quotes, Requests for Proposals, Requests for Information, and others Market survey tools as per USAID rules and regulations
 - Maintaining a database of good, reliable suppliers for different categories of supplies, services, and goods, as well as up to date market surveys
 - Maintaining procurement trackers for all contracting mechanisms that shall be integrated and periodically reconciled and are to support efficient and timely responses to USAID RFIs, USAID required



- vendor/procurement audit lists, and providing data for procurement analysis, including sorting by vendor, procurement category, financial cycles and dates, and contracting mechanisms
- Maintaining a proper procurement filing system for bids and tenders
- Informing senior management of all market developments and procurement issues in a timely manner
- Implementing an internal control system which ensures that call contracts (including purchase orders, BPAs) are duly prepared and dispatched and ensure timely corrective actions on contracts with budget check errors and other problems
- Managing the implementation of the procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement
- Developing and managing of rosters of suppliers, elaboration of supplier selection and evaluation, quality, and performance measurement mechanisms
- Provide internal training to the Procurement team and other staff engaged with procurement systems
- Respond to any queries submitted by the field offices with regards to compliance with DT Global and USAID policies
- Provide Shejeh Salam procurement staff with guidelines and policy for close out
- Any other tasks as assigned by your supervisor or Chief of Party

Education and certifications:

- University degree in business administration, supply chain management / procurement, finance, or related field required

Key Position Competencies and Experience:

- At least 10 years of progressive experience in procurement, including at least a year as the head of a Procurement Department of an International Implementing Partner or Non-Governmental Organization
- Prior experience working on USAID-funded projects, including demonstrated current knowledge of FAR, ADS and AIDAR
- Demonstrated experience and knowledge with procurement internationally and from within and throughout the States of South Sudan
- Proficiency in Microsoft Office programs
- Experience in developing procurement management tools, and designing procurement systems at an organization level
- Experience training and mentoring staff
- Experience with procurement and financial software systems
- Demonstrated procurement management, planning and communication skills
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Fluency in English
- Have a nuanced understanding of local and national context, and an understanding of conflict issues at the state, county, payam, and boma levels, applying conflict sensitivity to the procurement function.

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation as one single document to:
shejhsalam-administration@dt-global.com.

Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees (previous supervisors or close peers) including active work emails and phone numbers; and **DO NOT** submit any other documents at this time. In the email subject line, include the title AND location of the position you are applying for, as advertised at the top of this job vacancy announcement. Please apply electronically by sending your application on the above-mentioned e-mail address. Only candidates who are short-listed will be contacted. The deadline for submissions is Wednesday, July 20, 2022, at 17:00 South Sudan time. Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

Please note that this position is open to South Sudanese.

DT Global South Sudan/Shejeh Salam is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

