



Approved

MSF Switzerland
Juba, South Sudan

31/5/2024

JOB VACANCY ORDER PROCESSING OFFICER

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **6-months** Fixed Term Contract and Trial Period of **3-months**.

Position: Order Processing Officer

Number of Vacancies: 1

Location: Juba

Scope of responsibilities:

Performing the day-to-day order processing activities in Juba coordination office according to MSF protocols and standards in order to ensure an optimal running of the mission.

Main tasks:

- Performing the day-to-day activities ensuring an efficient running of the Order processing activities in supply coordination office following the supply procedures according to MSF standards and protocols. Including the following activities:
- Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data.
- Processing all orders and requests and communicating regularly on their status with the initial clients: order received, approval stage, confirmation, RTS monitoring, backorder, lead times, ... and reporting problems to his line management.
- Communicating with local and international suppliers (status of order, claims) and reporting problems to line management.
- Performing delegated tasks according to his/her activity and as specified in his/her job description
- Update and create PO for local, regional, and international purchasing.
- Prices updates for FO and PO, validation of orders in Unifield.
- Sourcing from stock, with communication to stock owners.
- Support purchasers in case of needs for RFQ
- Focal point for communication with regional suppliers SUKA and KSU for ordering processes.
- Share picking tickets or delivery orders for all orders sourced from stock (log and med) to warehouse team.
- Responsible for update the order based on the pickings shared by the warehouse supervisors.
- Collaborate with SCO for weekly order monitoring.
- Communicate with regional supply units on ordering process, share feedback with SCO/PSCM.

Recruitment criteria

Education: Essential, secondary education; commerce related studies desirable

Experience: Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures.
Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits in accordance to the nature of the project)

Languages: Fluent English mandatory (Writing and Speaking) and Local language is an asset

Knowledge: Computer literacy (Excel, Word & Internet)

Competencies:

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility



- Commitment to MSF Principles
- Service Orientation
- Stress Management

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. **The deadline is no later than June 17, 2024 at 5:00 pm**

<https://bit.ly/Data-Officer>



Only short-listed candidates will be contacted.

Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

*The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba.***