



## AFRICAN INITIATIVES FOR RELIEF AND DEVELOPMENT (AIRD)

### Vacancy Announcement

<b>Job Title</b>	<b>Senior Procurement Officer</b>
<b>Number of Vacancies</b>	1
<b>Date of Job Opening</b>	<b>19/9/2024</b>
<b>Duty station</b>	Renk
<b>Starting date</b>	Immediately
<b>Closing date of Application</b>	<b>08/10/2024</b>
<b>Report to</b>	Civil Engineering/ Construction Manager
<b>Liases with</b>	Snr. Admin/HR/Liaison Officer, Senior Construction officers, Procurement Officer, Finance/Admin. team (Juba/Maban/Renk)

African Initiatives for Relief and Development (AIRD) is a non-political, non-religious, and non-profit International NGO. AIRD works in 12 African countries in East, Central, and West Africa.

AIRD's objective is to offer operational support, including but not limited to supply chain, logistics, construction and infrastructure in partnership with relief and development organizations that focus on disaster-affected and development-oriented areas.

#### **Job Purpose.**

AIRD is seeking to recruit an experienced Senior Procurement officer to join our team and oversee timely completion of our procurement needs. He/she will supervise and ensure the operational effectiveness of Procurement function with a view to supporting all staff in achieving the Program's objectives while respecting the AIRD procedures and policy and aiming to balance cost, effectiveness, and deadlines (efficient management).

#### **Duties & Responsibilities**

- Assist the Procurement Manager to ensure Goods, Works and services are procured timely to facilitate project implementation and at the same time receiving value for money.
- Assist the Procurement Manager on the negotiation of contract renewals/replacements for goods and services to maintain optimum supply terms.
- Assist the Procurement Manager to finalize purchase details of orders and timely deliveries.

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- Support the Procurement Manager in tracking and reporting of key functional metrics to reduce expenses and improve effectiveness.
- Collaborate with all the user departments to ensure clarity on their requirements and expectations
- Ensure smooth communication to staff, service providers, service to ensure that appropriate information systems and procedures relevant to the procurement function are understood and enforced.
- Ensure implementation and maintenance of an updated suppliers' database with catalogues of various products and prices.
- Ensure preparation and submission of weekly/monthly procurement status reports to engage the user departments and management.
- Perform other duties related to the role as requested by the supervisor.

### Expected results

- Negotiations strategies and close deals with optimal terms crafted.
- Partner with stakeholders to ensure clear requirements documentation.
- Forecast price and market trends in order to identify changes of balance in buyer-supplier power is maintained.
- Cost and scenario analysis, and benchmarking performed.
- Procurement risks are assessed, managed and mitigated.
- Reliable vendors and suppliers are sought and partnered with.
- Vendors managed properly.
- Quantity and timing of deliveries are well determined.
- Levels of upcoming demands are monitored and forecasted.
- Procurement data are well managed.
- Junior Procurement staff are timely Supervised, and appraised.

### Minimum Personal Qualifications

- Post graduate Diploma/Degree in Logistics and Procurement Management, Business Administration, or related qualification from a recognized institution.
- At least 3-5 years' working experience in similar position.



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## Additional Skills & Competences

- Good inter-personal and communication skills
- A good command of both written and spoken English.
- Patient, understanding and of a pleasant character.
- Computer literate with ability to use Microsoft Office.
- Excellent Management, planning and organizing skills.
- Committed to just workplace ethics, coaching, mentoring and developing others.
- Commitment to the organizational values.

### Mode of application:

Candidates meeting the required qualifications are encouraged to apply and hand deliver their application letter, CV, or academic documents to AIRD Juba, Renk and Maban Offices, addressed to the Human Resource Office.

Hand delivered applicants must sign in the register as evidence of application submission.

Application Deadline: **Tuesday 08<sup>th</sup> 10 2024**



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