

**Procurement & Operations Officer (1)**

50-H-3  
Approved by  
Inspector of  
19/04/2023  
*[Signature]*



**Location:** Juba  
**Deadline:** 11.05.2023  
**Type of Contract:** Service Contract  
**Post Level:** SC-6. B  
**Reporting to:** Finance & Admin Manager  
**Start Date:** Immediately  
**Duration of Contract:** 1 Year (3 months' probation)

**Background**

Community in Need Aid (CINA) is a national NGO working in South Sudan, based in Juba and mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters. CINA has been working in Jonglei, Central Equatoria, Eastern Equatoria, Western Equatoria Lakes, Western Bahr El Ghazal and Upper Nile State since 2010. CINA seeks the services of a qualified, experienced and competent Procurement & Operations Officer. The incumbent shall be expected to deliver as per the below outlined responsibilities.

**Primary duties and responsibilities.**

The Procurement and Operations Officer is responsible for managing procurements, logistics, administration, fleet, assets, security and operations of programs and field offices and reports to the Finance & Admin Manager.

**Specific Duties**

**1. Procurement**

- Coordinates and facilitates the procurement requirements of the program office on the basis of the procurement policy guidelines.
- Pre-qualification of suppliers as provided in the procurement policy
- Compliance with procurement procedures as per Field Operations Manual.
- Procurement committee constitution and TORs
- Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached
- Ensuring that invoices received reconcile to purchase orders and created and matching receipts to purchase orders
- Ensure three way matching of purchase order, Invoice and GRN and carry out monthly Oracle Purchase Module closing procedures, including month end reconciliations and adjustments

**Logistics, Administration and Fleet Management**

- Liaises with government authorities and NGO's and provides logistical support in coordinating deliveries of program supplies and in obtaining customs clearance for imported goods
- Prepared documentation and drafts correspondence for duty and tax exemption certificates and ensures timely submissions to the relevant government authorities.
- Carries out periodic controls to ensure that the filing system are properly used and that documents being regularly filed and easily accessible
- Develops and maintains an archive policy for the Head office based on contractual and legal requirements; supports the field offices to develop and maintain archiving policy.



- Provide primary support to the CINA South Sudan operations in all CINA's field offices
- Oversight of program supplies, or other commodity storage and movements.
- Maintain the communications equipment for the field offices.
- Coordinate with the CINA's offices on procurement, travel and logistics support as required.
- Coordinate and track transportation, visas/permits, and accommodation requirements for staff.
- Oversee database & paper file management for administration, procurement, logistics & human resources documents.
- Assist in human resources functions, including contracts, timesheets, personnel files, Personnel Requests.
- Assist in administering and track lease and vehicle rental, service and employment contracts.
- Assist to ensure that all CINA contracts and business transactions/relationships are transparent and in compliance with local law and CINA/donor policies.
- Develop appropriate physical inventory count procedures, adapted to the local requirements of each field location.
- Develop procedures for the disposal of fixed assets with a strong accent on appropriate approval levels and control over eventual sales values and resulting receipts.
- Develop appropriate systems, policies and procedures for the management of the Program's assets, adapted to the specific needs of each site.
- Ensure appropriate policies are in place for management of motor vehicles
- Ensure a policy is in place; areas to concentrate – records, use, acquisition, organizational needs, Fuel procedures, disposal procedures etc.
- Takes responsibility for managing the vehicle fleet in all the CINA's offices

#### **Safety, Security Management and Operations**

- Support in developing, implementing and maintaining a security/risk management system, which includes the security and risk management strategy and plan, SOPs, and allows for the continuous updating of security measures in line with CINA's policies.
- Act as the security focal point and in the event of any serious incident, support senior management to manage the situation and assist with information flow.
- Ensure all staff, including visitors; drivers and interns are aware of the relevant aspect of the security/risk management plan with regards to movements and driving in South Sudan. Ensure driver briefings are conducted with specific regards to safety and security for all new drivers, and refresher sessions for all drivers at regular intervals or following a security incident.
- Maintain contacts with all relevant stakeholders to develop a network and build relationships with key actors to ensure gathering of reliable security information.
- Attend relevant security / safety management meetings; namely the NGO Forum security meeting but also any other information sharing sessions within the humanitarian and UN network.
- Undertake regular and ad hoc security assessment missions as necessary, in order to gather information and to analyze the overall security situation in existing and potential areas of intervention.

#### **Statement of Skills, Knowledge and Abilities**

- At least 3 years of professional experience in Procurement, Logistics and operations role in humanitarian context by national/international NGOs/UN bodies/Government.
- A graduate with a Degree and/or Diploma or equivalent in Procurement, Logistics, or other related field.
- Experience in training, coordination, and capacity-building.
- Sound knowledge and understanding in areas of assets management and procurement procedures;

#### **Skills and Competencies:**

- Experience of report writing;
- Ability to produce high-quality briefs and reports in English;
- Excellent communication and writing skills in English;



- Proven organizational ability to work independently and managing multiple tasks in an effective, pro-active and timely manner to Apply:
- Knowledge Sharing and Continuous Improvement. Results Focus
- Teamwork
- Knowledge of mission and Sector's Programme
- Proven excellent oral, written, analytical and communication skills.
- Ability to work under pressure, and meet tight deadlines



Please address your application and CV with accompanying documents of credentials to the Human Resource Office at CINA South Sudan. Drop them to CINA Head Office, Atlabara 21st Street, 24th Avenue or electronically to [kinyaa@cina-southsudan.org](mailto:kinyaa@cina-southsudan.org) copying [lual@cina-southsudan.org](mailto:lual@cina-southsudan.org), [bolmark@cina-southsudan.org](mailto:bolmark@cina-southsudan.org) by **11<sup>th</sup> May 2023 latest 5:00 PM. Female candidates are strongly encouraged to apply.**  
**This position is for nationals only.**

Important: CINA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subjected to enhanced past crime record checks, qualifications and experience checks and satisfactory references, and will have to sign CINA's Child Protection Policy and Code of Conduct as they take their job offers.

**DUE TO URGENCY OF RECRUITING THESE POSITION, SELECTIONS WILL START BEFORE THE DEADLINE! WOMEN ARE HIGHLY ENCOURAGED TO APPLY.**

