



South Sudan Office: Palica Street, Hai Jerusalem, PO Box 144, Juba, South Sudan
International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

JOB DESCRIPTION FOR PROCUREMENT & LOGISTICS OFFICER at CHTI

Position: Procurement & Logistics Officer at Catholic Health Training Institute (CHTI) in Wau, South Sudan

Reports to: ADMINISTRATOR /MANAGER

POSITION OVERVIEW: The Procurement & Logistics Officer is primarily responsible for the Procurements, asset and inventory management. Under the supervision of the Manager, the Procurement Officer has the responsibility for the management of the daily procurement activities at Catholic Health Training Institute from the request to the delivery of goods, works and services.

Procurement & Contract management

- Responsible for receiving incoming Purchase Requisitions (PRs), from departments and ensure that specifications of goods/services are indicated clearly before sharing the request for quotation with the vendors.
- Participating in operational planning for CHTI to ensure procurement planning is included. Support the Pre-Qualification, Evaluations and Vendor Management process ensuring that the best and qualified suppliers are identified to deliver goods and services.
- Support the development and preparation of the bid documents to ensure that the most technical and financially sound supplier is identified to provide services to the CHTI.
- Consulting with CHTI Departments to fully understand their requirements, advising them as appropriate. Ensure all required procurement documentation at CHTI are done as per Finance manual and filed (soft and hard copies), accurately referenced and stored for easy access.
- Assist Finance & procurement committee in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
- Support in drafting an appropriate service level agreement to properly evaluate the performance of suppliers, and report on this on a regular basis.
- Work with internal stakeholders (teachers or operations staff) to determine procurement needs, quality and delivery requirements.
- Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance
- Periodically conduct supplier performance evaluation of the provided services and include observations, challenges and suggested solutions in the report for future use/improvement of logistics related practices Monitor.
- Maintain contracts with vendors, Payment terms negotiation, optimization and management.
- Prepare, maintain and file all documents related to Operations for audit purposes (such as Purchase Request Forms; Request for Quotations; Comparative Bid Analysis; Purchase Orders, contracts and all Tender documents) electronically.
- Provide reliable and timely weekly procurement tracking status reports.



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Inventory & Asset management

- Manage CHTI assets; Ensure annual physical verification procedure are followed.
- Ensure Property Receipts are maintained, and all the assets are tagged timely and recorded into the CHTI Asset register.
- Monitor any required maintenance of Assets, replacement, or disposal of assets in collaboration with the Head of Department.
- Ensure documentation of assets on acquisition, transfer, and disposal is properly completed for approval.
- Ensure compliance to assets management policies-and procedures and advise management for replacement of equipment.
- Ensure all staff are aware of procedures and follow them.
- Ensure all logistics reports and information (Fuel reports, store reports,) as required by the organization are submitted on time.
- Ensuring storage facilities secured are of the right capacity and standard with the right furnishing. Seeing to it that storage items are accounted for and documented; accordingly, logistics staff use up-to-date forms for receiving and dispatching good and that General Receipt Notes (GRN) are done on time and filed accordingly.
- Ensure there are updated inventory records and provides quarterly reports on inventory, stock levels and distribution records. Organizes and supervises the physical stock taking of inventories
- From time-to-time undertaking spot checking of storage facilities for compliance purposes.
- Ensure efficient inventory management systems are in place and ensure that all procured items are accounted for, and quality/quantity controlled in stock reports and asset inventory management systems.

COMPETENCIES

- Strong interpersonal and communication skills
- Mature, empathetic and professional
- Independent self-starter with attention to detail
- Possesses integrity and ability to maintain accurate and confidential records
- Able to collaborate with and motivate others
- Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines

QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Diploma in procurement & Supply chain management or Business Administration.
- 3 Years' Experience as a Procurement & Logistics Officer, or similar role
- Computer literacy qualification is essential. Proven ability to utilize and develop computerized spreadsheets and word processing applications
- Procurement Software and Asset Software experience is essential



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Other basic information

The position applies to religious, who are motivated by the mission statement of Solidarity with South Sudan.

You will be living away from your home country and in a country, which is experiencing a fragile peace.

You will reside in an international and intercultural religious community of men and women.

In keeping with our surroundings, the standard of living practiced by Solidarity personnel is simple.

In our relations with local people and institutions we seek to encourage empowerment of others and to avoid practices that may promote dependency.

Conditions regarding health and other insurances, and other costs that may apply of members of religious congregations will be explored during the preliminary job interview.

Please send applications to: The Executive Director, Solidarity with South Sudan, email address: executivedirector@solidarityssudan.org