



### Job advert

**Position:** Roving Procurement Coordinator  
**Location:** Juba 60% Field Travels 40%  
**Direct Line Supervisor:** Supply Chain & Operations Coordinator

### Overview

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015. We are working together with Relief International to identify a qualified South Sudanese professional for the role of Roving Procurement Coordinator.

Relief International (RI) is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing. Our team of more than 4,000 staff and local volunteers work in 14 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that creates the foundation for community resilience. We do this by working with local actors to develop safe and inclusive local programming that is evidence based, conflict sensitive, climate smart, and reaches those in need.

### Position Summary:

Under the supervision of the Supply Chain and Operations Coordinator, the Roving Procurement Coordinator will lead all the national procurements in compliance with RI, donors and local authority's rules and regulations, and coordinate with Global Procurement Manager on all Country Office's International Procurements. The jobholder, will be the lead person in sourcing all required goods and services for supporting all the projects and will in doing so, creating procurement and sourcing strategies that take into account the RI's coverage in South Sudan, budget (actual and anticipated) and then find matching vendors on the market through market surveys. In addition, will regularly organize and ensure prices and the scale of suppliers on the market are assessed. The Roving Procurement Coordinator will also lead and supervise the procurement team based in Juba, ensuring workload planning, performance management, capacity building, and compliance oversight, while providing technical guidance and remote support to procurement staff in field offices to ensure standardized procurement practices and alignment with RI policies across all locations. Operationally will also support and participate in different meetings with Project Managers, Finance and wider Supply Chain and Operations team.



### Main Duties and Responsibilities:

- He/she manages the procurement department to ensure the smooth running of RI and to facilitate the procurement treatment time for the South Sudan CO activities;
- Managing all national level procurements and ensures the process respects RI and Donors' procurement rules and regulations;
- Developing procurement strategies that are inventive and cost-effective;
- Negotiating with suppliers and vendors to secure advantageous terms for RI;
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility;
- Building and maintaining long-term relationships with vendors and suppliers and more so, establishing Framework Agreements for the frequently purchased items;
- Leading in the preparation of all procurement and tendering documentation including Request for Quotations, and processing through up ensuring approvals purchase orders by relevant authorities and organizing and confirming delivery of goods and services;
- Performing risk assessments on potential contracts and agreements and reporting to line manager and putting in place mitigating measures on any risks identified;
- Establish and update purchasing timelines with the requesters, taking into consideration strategy definition, needs requirement, procurement tables, operation timelines and contextual and procedural logistical constraints;
- Actively coordinate with programs relevant members to support the SCM with generating procurement plans, and attend the procurement review meetings, with program, grant and finance;
- Carry out a purchasing environment analysis in South Sudan, liaising with, SC&O Coordinator, and partner NGOs;
- Establish and maintain a detailed supplier list with identification of key suppliers for each market category;
- Organize and conduct periodic market survey and update of price list, share with Project Managers to inform projects planning and budgeting;
- Ensure that the key procurement internal control systems are existing/implemented in all offices and Areas;
- Ensure that procurement documentation is complete and archived in keeping with procedures;
- Link with Finance Department to ensure payments to the Suppliers are regularly and properly managed;
- Maintain procurement trackers and ensure to share with the relevant departments on regular basis;

### Strategy

- Conduct regular documented market assessments of the main markets identified in South Sudan;
- Based on the Market assessments, propose / confirm / update the procurement strategy to be implemented in South Sudan;
- Ensure that a clear Contracting & Sourcing Strategy is documented and regularly update according to context evolution and share it on a regular basis with relevant stakeholders at CO level;





- Coordinate with other departments and ensure necessary documents required for the application importation, tax exemption is availed;

#### **Reporting/Communication/Coordination:**

- Contribute to the Supply Chain and operations reporting related to procurement activities; Provide to the Supply Chain and operations Coordinator with all information needed to draft intermediary and final reports related to procurement topics;
- Actively participate in internal coordination meetings as required;
- Participate in the external coordination meetings (logistic clusters...) related procurement subjects and represent RI;

#### **Management Leadership Support & Capacity Building:**

- Coordinate and plan for professional development for all procurement team members;
- Determine training needs for procurement team member across South Sudan Country; Management and Leadership
- Ensure the highest standards of behavior both inside and outside of work, promoting the values outlined in RI's Code of Conduct and safeguarding policies.
- Act as a role model for ethical conduct standards, setting a positive example for team members.
- Embrace diversity and demonstrate inclusive and equitable behavior in all interactions.
- Ensure that both personal actions and those of team members do not adversely impact the safety of RI staff and the vulnerable communities we serve.
- Promote awareness among donors, partners, and communities regarding RI's conduct and reporting mechanisms.
- Embed safeguarding principles in all aspects of work, ensuring they are integrated into operational practices.
- Foster a culture of transparency and accountability by establishing and maintaining effective reporting systems.
- Promptly report any concerns related to conduct, safety, or ethical issues to the appropriate channels.

#### **Qualifications & Requirements:**

- Bachelor's degree in Supply Chain Management, Logistics, or Business Administration & Management.
- 5-years' experience in administrative or operational support functions and in Procurement management in particular with international humanitarian organization.
- Proven experience managing supply chain operations.
- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Management and leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.





- Highly organized and detail-oriented.
- Excellent analytical and problem-solving skills.
- Solid knowledge of practical procurements procedures and experience maintaining supply pipelines working preferably with INGOs.
- Demonstrated attention to details, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

- We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### **Application Process**

Interested South Sudanese candidates are asked to provide their current CV and cover letter expressing their motivation for applying and their relevant experience/expertise, and copies of academic certificates.

The applications are to be submitted to:

Online at <https://imatongemploy.com/job-application-form/> which can be also found at [www.imatongemploy.com](http://www.imatongemploy.com)

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping.

Please contact +211 921 277 383 for queries.

**Applications will be reviewed on a rolling basis as soon as they are received. Interested candidates are strongly encouraged to apply as early as possible and no later than 12th June 2026 at 5pm.**

We appreciate the time and effort all applicants invest in applying for this position. However, due to the volume of applications, only shortlisted candidates will be contacted.

*RI is an Equal Opportunity Employer - EOE/M/F/D/V.*

