Institute of Social Policy and Research
RESEARCH FOR DEVELOPMENT

Located at Juba Civic Engagement Center within the Ministry of Information and Communication - Central Equatoria State- South Sudan.info@isprss.org or info.ispr2017@gmail.com Tel: +211929999112/+211 922 100 750

TERMS OF REFERENCE PROCUREMENT, LOGISTICS, AND ADMIN INTERN

Title	Procurement, Logistics, and Admin Intern
Location	Juba South Sudan
Period	5 months with the possibility of renewal depending on the performance
Deadline	The deadline for receiving applications is 3rd January 2023

Introduction

The Institute of Social Policy and Research (ISPR) is the leading public policy research center that offers national and regional expertise to civil society groups, the private sector, and the government in seeking appropriate approaches to address policy issues. Our approach is designed to provide technical support and guidance to policymakers through research work and embedding short, medium, and long-term consultants to support them in specific areas of intervention. ISPR engages in periodic social, economic, and governance research to bring evidence on programs and policy gaps to stakeholders' attention to re-direct interventions so as to make an impact in communities.

JOB OBJECTIVE:

To support the Institute of Social Policy and Research in its procurement, logistics, and administration of daily operations and needs in accordance with it its strategic objectives.

DUTIES AND RESPONSIBILITIES:

- Assist ISPR staff in raising Purchase requests, quotations, quotation analysis, and preparing tender and procurement documents.
- Assist in booking flights for ISPRs consultants, staff, and partners.
- Assist in arranging local transportation ISPRs consultants, staff, and partners.
- Participate in the opening of tenders, quotations, and evaluation.
- Implementation of approved procurement plans.
- Draft framework agreements for suppliers including Purchase Orders (PO).
- Updating procurement status report.
- Issuing and receiving of stock.
- Preparation and maintenance of store records.
- Stock taking, inventory, and reconciliation.
- Implementing and enforcement of Procurement, logistic, and administration regulations, policies systems, and procedures.
- Scanning of various procurement documents
- Filing of various documents including quotations, minutes, and contracts
- Expediting delivery of goods

KNOWLEDGE AND REQUIRED QUALIFICATION

- Diploma of Commerce or Business Management –Procurement & Logistics Option

SKILLS

- Procurement analysis
- Supply chain management
- Report writing
- Excellent oral and written communication skills
- Analytical and attention to details
- Good coordination, problem-solving, and networking skills

COMPETENCES

- Team player
- Strong interpersonal skills
- High integrity and honesty
- Ability to work under minimal supervision
- Ability to work under pressure
- Hardworking and result oriented
- Ability to write clearly, concisely, and in a logical manner

Please send your CV and Cover letter to: info.ispr2017@gmail.com