



**POSITION:** Procurement Manager

**ORGANISATION:** African Parks – South Sudan

**LOCATION:** Boma & Bandingilo National Parks, South Sudan

**REPORTING TO:** Field Operations Manager

**EXPECTED START DATE:** *As soon as possible*

**BACKGROUND:**

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30, 000 KM<sup>2</sup>. The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM<sup>2</sup>, and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

**JOB OVERVIEW:**

The Procurement Manager is responsible for ensuring that the we purchase the goods and services that will best help us achieve our goals, while finding supplier partners that strike a balance between quality and cost.

**MAIN ROLES & RESPONSIBILITIES:**

- Plan, manage and evaluate procurement operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers;
- Create and implement best practice procurement principles, policies and processes across the organisation to improve operational and financial performance;



- Deliver solutions to procurement problems while maintaining high levels of quality and service within budgetary requirements;
- Support continuous improvement initiatives and identify inefficiencies and cost optimization opportunities;
- Ensure the integrity of inventory accuracy and manage stock movements with the help of direct reports;
- Ensure that supplies are ordered in a timely fashion and that budgetary requirements are respected;
- Ensure that all procurement operations adhere to local laws and follow our donor requirements, including carrying out of environmental impact assessments;
- Planning the technical requirements and procurement of the correct equipment and goods, as required for the good running of the organizational activities;
- Ensuring the implementation of systems to ensure cost containment while working in collaboration with the Finance Department;
- Oversight and supervision of the purchasing and ordering of stock;
- Responsible for all stock inventory and accounting;
- Ensuring and training technical staff to achieve required standard of excellence;
- Ensure all safety and maintenance standards are met;
- Ensuring timeous delivery of the project's logistical and infrastructure operations;
- Preparing monthly, quarterly and annual reporting as per requirements; and
- Perform any other cognate duties as and when required by management.

#### **KEY RELATIONSHIPS:**

- Field Operations Manager
- Park Manager
- Heads of Department
- Regional Operations Manager

#### **EDUCATION AND EXPERIENCE:**

- Minimum five (5) years of experience in a similar role, with a preference of two (2) years with a conservation or non-profit organization;
- A post-graduate degree in procurement, logistics, supply chain management or other related field of study;
- Expert knowledge of technical regulations related to procurement;
- High degree of knowledge and understanding of a variety of components of supply chain management;
- Excellent organizational, analytical, oral and written communications skills in English and in French;



- Strong capacity to manage time and competing priorities;
- Strong initiative, perseverance, and resilience;
- Willingness to live in a remote setting and with previous experience living in Africa; and
- Good team player with experience working with multicultural teams.

#### **HOW TO APPLY:**

To apply, please email your CV and cover letter to [centralafrica.hr@africanparks.org](mailto:centralafrica.hr@africanparks.org) by Tuesday, 4<sup>th</sup> October 2022. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.