

# Procurement Intern for DCA South Sudan Country Office

DanChurchAid (DCA) is an International Non-Governmental Organisation with headquarters in Copenhagen, Denmark. The organisation was founded in 1922, and have country offices in 19 countries across Africa, the Middle East, Ukraine, and Asia. DCA is working with local partners in South Sudan and the Regions to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

The Procurement Intern will support the Procurement Department in carrying out day-to-day purchasing activities. This internship provides practical exposure to procurement processes, supplier management, inventory coordination, and compliance with organisational procurement policies. The successful candidate will gain hands-on experience while contributing to the efficient acquisition of goods and services.

## **Key Responsibilities:**

- Assist in preparing purchase requisitions and requests for quotations (RFQs).
- Assist with scanning of procurement documents.
- Support the procurement team in sourcing suppliers and obtaining competitive quotations.
- Maintain accurate procurement records, supplier databases, and filing systems.
- Follow up with suppliers on quotations, deliveries, and outstanding orders.
- Assist in receiving and verifying procurement documentation.
- Support contract and vendor documentation management.
- Participate in supplier evaluations and market research activities.
- Ensure procurement activities comply with organizational policies and procedures.
- Assist with supplier data entry into the system.
- Provide general administrative support to the Procurement Department.
- Perform other duties assigned by the Procurement Specialist.

## **Expected Deliverables**

- Procurement vouchers scanned and filed accurately.
- Procurement planning and purchasing processes.
- Physical and electronic procurement records are maintained in an organized manner.
- Timely support provided for ongoing audit assignments.
- Improved efficiency in finance document management and retrieval.
- Procurement compliance and governance

## **Education**

- Recently completed a bachelor's degree in Procurement and Supply Chain Management, Business Administration with a major in procurement, Logistics, or a related field.

## **Technical Skills**

- Proficiency in Microsoft Excel and basic procurement systems
- Strong numerical and analytical skills
- Familiarity with procurement or enterprise resource planning (ERP) systems is an added advantage.

## **Core Competencies**

- High level of integrity and accountability
- Strong attention to detail and accuracy
- Good organizational and time management skills
- Effective communication and interpersonal skills

- Ability to work under pressure and meet deadlines
- Teamwork and collaboration

**What can DCA offer you:**

**This position is Three (3) months as Intern to be based in DCA South Sudan Country Office Juba.**

DCA promotes equal opportunity in terms of gender, race/ethnicity and belief and encourages all qualified and interested candidates to apply.

**Expected starting date:** September 1, 2026

**Working hours:** 40 hours per week.

**How to Apply:**

Interested candidates should apply and upload a cover letter/motivation letter, CV, Academic credentials and National Identification Card (ID) through provided link.

**The position is open to South Sudan nationals only.**

**The deadline for applications: 17th of August 2026. before 5:00 pm CAT. Only applications following the above-mentioned procedures will be considered and only shortlisted candidates will be contacted.**

For further information regarding DCA, please visit our website at: <https://www.danchurchaid.org/>

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts background checks as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.