



### Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

**Vacancy:** Procurement and Logistics Officer

**Reports to:** Procurement Manager

**Duty Station:** Juba

**Start Date:** ASAP

**Deadline of Application:** July 10<sup>th</sup> 2018

### SUMMARY

The Procurement & Logistics Officer is responsible to design and implement systems for procurement, importation, and transport of emergency relief commodities

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned

1. Collectively with the Operations Team, designs, implements and maintains an effective system of procurement and temporary storage of all project materials and commodities before and during transition to the field while safeguarding Samaritan's Purse Procurement Policy.
2. Procure materials and highly technical supplies with highest standard of integrity insuring the right products in the right quantity, from the right vendor at the right price and is available in the right time is achieved every time.
3. Work together with procurement teams and support as necessary and act as focal point for logistical needs for international procurement.
4. Research products properly as well as analyze and assess information to determine quality and best value for program needs.
5. Provide support in the achievement of the objectives and budget of the program.
6. Create, develop and maintain the procurement plan and schedule for each season. Keep team aware of progress and adjustments to schedule as needed.
7. Prepare documents for exemption processing as necessary and manage strategic relationships with customs clearance, NGO and military logistical personnel where applicable, airport authorities, merchants, vendors and other significant individuals.
8. Ensure logistical schedule is successful and in line with project goals and procurement plan, including transportation and storage commodities to field locations, collation of waybills and waybill reporting.
9. Assist with the coordination and facilitation of ground and air transportation of supplies to the field
10. Oversee, train, and supervise national logistics and procurement staff, as necessary.
11. Maintain careful records of all compound inventoried items and asset inventory noting their movement and status.

12. Ensure the proper use of funds is maintained and report any fraudulent activity.
13. Process payments efficiently and accurately. Maintain payment tracker to ensure timely payments are made to our vendors.
14. Assist with monitoring road access constraints and security status during ground transportation of supplies in transit to the field.
15. Ensure thorough vendor vetting is completed. Research new and previously used vendors for each season based upon programs needs determined in yearly procurement plan and schedule. Coordinate site visits to new and previously used vendors, meeting with managers and owners as needed and touring supplies and facilities
16. Participate in problem solving as issues arise offering creative solutions for effective resolution of problems.
17. Crosstrain to other positions as needed for support.
18. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
19. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries and the general public.
20. The employee may be required to supervise national employees and provide motivation, guidance and expertise when carrying out assigned tasks.
21. Assist in the procurement of needed supplies, including, but not limited to, construction materials, base supplies, and materials to support programs, and supplies needed for ministry.
22. Formally report on procurement status of purchases for projects and field sites to the Procurement Coordinator/Manager as well as the formal briefing of the greater South Sudan team.
23. Keep careful records of consumption, and submit supply orders to stock both food and other supplies for compound staff programs.
24. Keep records of all base storerooms, inventorying and distributing donations as they become available.
25. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
26. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
27. Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.
28. Short-term travel to support the field bases for logistical support such as covering the absence of an ALM, asset and inventory reporting or other necessary tasks.
29. Immediately report any issues of Integrity to the Operations Manager.

### **SUPERVISORY RESPONSIBILITIES**

The employee will be required to supervise national employees and provide motivation, guidance and expertise when carrying out assigned tasks.

## **QUALIFICATIONS**

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong critical thinking and problem solving skills.
- Ability to cope with stress and live in basic conditions; flexibility and patience.
- Previous experience working with Food Assistance and/or Agricultural programs and/or community-based programming in Africa.
- Strong verbal and written communication in English. Any level of Arabic beneficial.
- Ability to network and build relationships with government, civil society, and community partners.
- Strong Christian faith and spiritual maturity.
- Experience with and have a working knowledge of Access or other relational data base systems beneficial

## **EDUCATION AND EXPERIENCE**

Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience. One year of college-level Biblical studies strongly preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as government laws and regulations, humanitarian and political reports, and annual reports. Ability to write routine reports and correspondence. Ability to speak effectively before large groups and key partners.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

This work environment will be physically challenging. The employee will be exposed to excessive tropical heat, sun, and moisture. The employee will be exposed to many tropical diseases, including malaria.

**How to apply:** Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of National ID Card for clear Identification to Samaritan's Purse Juba Office by **July 10<sup>th</sup> 2018**. Applications can also be sent through this email: [recruitsouthsudan@samaritan.org](mailto:recruitsouthsudan@samaritan.org). **Only South Sudanese applicants will be considered for this position.**

We do appreciate your interest in working with us. However, only short listed candidates will be contacted