



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 Coordinator
Duty Station:	Juba
Start Date:	ASAP
Deadline of Application:	10th September, 2016

SUMMARY OF THE POSITION

The Procurement Coordinator is responsible to oversee and manage procurement and logistics activities as required, design and implement systems for procurement, importation, and transport of emergency relief commodities. This position is a line manager for all Juba based procurement staff. When appropriate, this position will provide support for the field operations of food distribution and emergency relief by Samaritan's Purse in South Sudan.

MAJOR DUTIES AND RESPONSIBILITIES:

- Design, implement and maintain an effective system of procurement, transportation, and storage of all project and office relief and support materials and commodities.
- Act as a focal point for Procurement requests from the team, implementing and safeguarding Samaritan's Purse Procurement Policy. Direct all staff involved in procurement for in-country purchases and insure efficiency with the highest standard of integrity.
- Work together with procurement teams outside of South Sudan and support as necessary.
- Develop and implement reliable and appropriate processes for orderly, effective and safe distribution of relief items in the field, helping to manage the distribution.
- Assist the Operations Manager with decision making related to field operations.
- Provide support in the achievement of the objectives of the program.
- Assist in maintenance and improving the project procurement systems, processes and procedures.
- Ensure logistical success of project goals, including transportation and storage of communities to field locations, collation of waybills and waybill reporting.
- Formally report on procurement status of purchases for projects and field sites to the Operations Manager as well as the formal briefing of the greater South Sudan team.
- Hire and manage national logistics and procurement staff, if necessary.
- Manage strategic relationships with customs clearance, airport authorizes, NGO and military logistical personnel where applicable, merchants and other significant individuals.
- Act as focal point of South Sudan asset inventory. Maintain careful records of all compound and outer bases' inventoried items, noting their movement and status.

- Keep careful records of consumption, and submit supply orders to stock both food and other supplies for compound staff programs.
- Keep records of all base storerooms, inventorying and distributing donations as they become available.
- Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
- Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse and maintain a Christian witness.

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 collects 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 nationality identification to Samaritan's purse – Juba Office by **10th September, 2016**. Only South Sudanese applicants will be considered for this position.

Applications can also be sent via email to: recruitsouthsudan@samaritan.org

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