



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.

Re-Advertisement

Vacancy: Area Logistics Manager
Reports to: Area Coordinator
Duty Station: Akuem
Start Date: ASAP
Deadline of Application: 4th October 2017



SUMMARY

The Area Logistics Manager is responsible to oversee and manage logistics, and to design and implement systems for procurement, transport, inventory management and maintenance of emergency relief commodities. This position will provide support for all programs done by Samaritan's Purse in NBG,akuem, South Sudan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Design, implement and maintain an effective system of procurement, transportation, inventory management and maintenance of all project and office relief and support materials and commodities.
2. Submit all Purchase Requests and follow up with the Juba, Nairobi, and Eldoret offices to ensure their purchase and subsequent delivery to end destination.
3. Maintain a Purchase Request tracking system that is updated weekly showing the status of every purchase request. Share this information with the Program Managers to enable them plan their activities.
4. Coordinate flight scheduling with the Area Coordinator to meet passenger and cargo requirements for your location programs. Keep accurate records of received cargo and flights and facilitate the logistics of all SP staff flying UNHAS to/from your location.
5. Work closely with all program managers to establish annual procurement plans and push to have as many items as possible purchased and transported by road during the early part of the dry season (January to May) in order to reduce flight costs for moving non-critical items.
6. Manage the requests to the logistics cluster for the movement of SP materials to/from your program.
7. Maintain strategic relationships with other NGO logistics staff. Attend weekly logistics meetings in your location and report to the Area Coordinator with any critical information.
8. Develop and implement reliable and appropriate processes for orderly, effective and safe distribution of supplies to the programs.
9. Assist the Program Managers and Area Coordinator with decision making related to overall operations.
10. Directly oversee the Fleet Mechanic, Fleet Manager, all mechanics, drivers and logistics staff. Manage the maintenance system and fuel storage and distribution system for all vehicles, generators and quad bikes serving program.



11. Ensure that all vehicles in your location have a vehicle log sheet that is filled out for every journey that is undertaken.
12. Ensure careful records of fuel consumption and repair part usage are maintained, and reorder levels of supplies are determined and initiated when they are reached so as to replenish stock before they are finished.
13. Ensure logistical success of project goals, including transportation and storage of communities to field locations, collation of waybills and waybill reporting.
14. Oversee the management and inventory control of the Samaritan's Purse warehouses in your location. Ensure proper documentation of goods entering or leaving the warehouse.
15. Manage all national logistics staff, drivers and mechanics, cooks, cleaners and guards.
16. Oversee the procurement of local supplies from the local market in your location
17. Maintain a working knowledge of price and availability of key program supplies from the local market and if possible Juba, Eldoret and Nairobi. Liaise with the Juba and Nairobi based Logistics Managers to get updated this information for their respective areas.
18. Perform all other duties deemed necessary by the Area Coordinator.
19. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
20. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
21. Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

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 be 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.

1. Possesses strong organizational and problem solving skills.
2. Must be a self-starter and internally driven to success and hard work.
3. Possesses strong cross cultural communication skills, both written and verbal.
4. Must be a humble team player
5. Ability to be flexible and adaptable.
6. Willingness to travel in and out of the field.
7. Willingness to stay in the field for extended periods.
8. Knowledge of computer systems and its applications such as Word, Excel and Outlook.
9. Ability to drive a standard transmission vehicle in rough road and extremely muddy conditions.

EDUCATION AND EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and the training; or equivalent combination of education and experience. One year of college-level Biblical studies strongly preferred. Previous experience working overseas, particularly in logistics and procurements.



LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Arabic language skills preferred but not required.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

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 4th October 2017. Applications can also be sent through this email: 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

