

Approved
6/03/2017



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: Logistician
Reports to: Procurement Coordinator
Duty Station: Juba
Start Date: ASAP
Deadline of Application: 17TH March, 2017

SUMMARY

The logistician is responsible to oversee and manage logistics, staff security, and to design and implement systems for procurement, importation, and transport of emergency relief commodities. When appropriate, this position will provide support for the field operations of food distribution and emergency relief by Samaritan's Purse in South Sudan. In addition the logistician may serve as an accountant for the assigned project.

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

1. Carry out all actions with Integrity.
2. Communicate clearly, consistently and quickly by email, skype and phone.
3. Design, implement and maintain an effective system of procurement, transportation, and storage of all project and office relief and support materials and commodities.
4. Act as a focal point for logistical requests from the team, implementing and safeguarding Samaritan's Purse field procurement system.
5. Develop and implement reliable and appropriate processes for orderly, effective and safe distribution of relief items in the field, helping to manage the distribution.
6. Assist the area coordinator with decision making related to field operations.
7. Provide support in the achievement of the objectives of the program.
8. Assist in maintenance and improving the project logistic systems, vehicles, radio/electrical and other equipment.
9. Manage and maintain the vehicle fleet, ensuring that all the vehicles are properly maintained and used within SP policy.
10. Ensure logistical success of project goals, including transportation and storage of communities to field locations, collation of waybills and waybill reporting.
11. Formally report on security and logistical status of projects and field sites to the Area Coordinator as well as the formal briefing of the project team.
12. Hire and manage national logistics and security staff, if necessary.
13. Manage strategic relationships with customs clearance, airport authorities, NGO and military logistical personnel where applicable, merchants and other significant individuals.
14. Maintain careful records of all compound inventoried items, noting their movement and status.
15. 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.