



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: Flights and Transportation Logistics Officer
Duty Station: Juba
Start Date: ASAP
Deadline of Application: 24th October, 2016

SUMMARY OF THE POSITION

This is an entry level supervisory position requiring leadership and organizational skills. The Flights and Transportation Logistics Officer oversees and coordinates all aspects of Juba based warehousing and fleet as well as all aspects of the transportation of supplies and commodity to the field via flight and ground transportation.

MAJOR DUTIES AND RESPONSIBILITIES:

- Designs, implements and maintains an effective system of warehousing of all office and project materials and commodities before and during transition to the field while safeguarding Samaritan's Purse Procurement Policy.
- Acts as a focal point for flight and transportation requests. Communicates with the team to determine and understand specifications needed to ensure accurate and timely transportation of items is achieved.
- Coordinate all aspects of flight transportation needs for program supplies timely arrival to the field including but not limited to, planning and scheduling flights, creating packing lists, communicating flight plans with team as well as participating in creating, implementing and managing flight and transportation systems, procedures and protocols.
- Coordinate all aspects of land transportation for program needs in compliance with the SP Procurement Policy. Prepare and vet land transportation contractors including accurate completion of BJF process, facilitating approval and drafting and implementing contracts as awarded. See entire process through from initiation of transportation request to arrival of products to the field.
- Manage flight and transportation schedules maintaining deadlines and communication with the team.
- Manage strategic relationships with airport authorities. Actively maintain knowledge and keep up to date on all airport and clearance regulations for South Sudan, Kenya and Uganda.
- In conjunction with SP Projects Fleet Manager, ensure that all the vehicles are properly maintained through enforcing maintenance and service protocols.
- Supervise drivers and coordinate daily driving needs.
- Oversee and facilitate all aspects of sealed bid process and bid committee coordination.

- Coordinate aspects of land transportation for program needs in compliance with the SP Procurement Policy. Prepare and vet land transportation contractors including accurate completion of BJT process, facilitating approval and drafting and implementing contracts as awarded. See entire process through from initiation of transportation request to arrival of products to the field.
- Manage flight and transportation schedules maintaining deadlines and communication with the team.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse.
- Maintain a Christian witness and attend daily devotions

KNOWLEDGE AND SKILLS

- Ability to maintain a Christian witness
- University degree or Higher Diploma in electrical engineering (certified copy of the graduation certificate required)
- Understanding of high HF and VHF radio communication
- Understanding of UN radio procedures
- 1 year experience working with an NGO in a similar capacity
- South Sudanese national
- Fluent spoken and written English and Arabic

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 24th **October, 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.