



### 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:** Senior Procurement Officer - Logistician  
**Reports to:** Operations Manager  
**Duty Station:** Juba  
**Start Date:** ASAP  
**Deadline of Application:** 24<sup>th</sup> November, 2017



### SUMMARY OF THE POSITION

The Senior Procurement Officer-Logistician will be responsible to oversee and manage technical and bulk local and international procurement and logistics of emergency relief commodities, inventory management and to design and implement systems for procurement. The Logistician works in conjunction with the Operations Team to implement procurement, and emergency relief by Samaritan's Purse in South Sudan. In addition, the logistician may procurement systems and procedures, logistics, logistics systems and procedures as well as billing and documentation corresponding with the supply chain. When appropriate, this position will provide support for the field operations of food distribution serve occasionally in the field to assist with staff coverage for the assigned project.

### MAJOR DUTIES AND RESPONSIBILITIES:

- 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.
- 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.
- Work together with procurement teams outside of South Sudan and support as necessary and act as focal point for logistical needs for international procurement.
- Research products properly as well as analyze and assess information to determine quality and best value for program needs.
- Provide support in the achievement of the objectives and budget of the program.
- Create, develop and maintain the procurement plan and schedule for each season. Keep team aware of progress and adjustments to schedule as needed.
- 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.
- 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.
- Assist with the coordination and facilitation of ground and air transportation of supplies to the field
- Oversee, train, and supervise national logistics and procurement staff, as necessary.
- Maintain careful records of all compound inventoried items and asset inventory noting their movement and status.

- Ensure the proper use of funds is maintained and report any fraudulent activity.
- Process payments efficiently and accurately. Maintain payment tracker to ensure timely payments are made to our vendors.
- Assist with monitoring road access constraints and security status during ground transportation of supplies in transit to the field.
- 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
- Participate in problem solving as issues arise offering creative solutions for effective resolution of problems.
- Crosstrain to other positions as needed for support.
- 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.
- The employee may be required to supervise national employees and provide motivation, guidance and expertise when carrying out assigned tasks.

#### **KNOWLEDGE AND SKILLS**

- A High School Certificate and at least 3 years of related experience or
- Strong critical thinking and problem solving skills is a must.
- Ability to cope with stress
- Highly flexible to change and ability to maintain patience through change
- Ability to plan ahead and anticipate needs, recognizing potential problems before they arise.
- 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 is Beneficial.
- Ability to network and build relationships with the government, civil society and community partners.
- Strong Christian faith and spiritual maturity.
- Excellent computer keyboarding skills and strong Excel skills with the ability to utilize formula's and develop complex spreadsheets for tracking information.
- Strong knowledge of vehicle spare parts, quad bike parts and motorbike parts.
- Strong knowledge of WASH technical supplies and agricultural procurement.

#### **EDUCATION AND EXPERIENCE**

Masters preferred but Bachelor's Degree (B.A) from a four year college or University minimum, with three to five years related experience and/or training; or equivalent combination of education and experience. One year of college level – Biblical studies strongly preferred. Mechanical background preferred for facilitation of spare parts orders.

#### **LANGUAGE AND 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**

Strong mathematical skills a must with proficiency in Algebra as well as the ability to Add, Subtract, Multiply and Divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, 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.

**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 **24<sup>th</sup> November, 2017**. 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.

