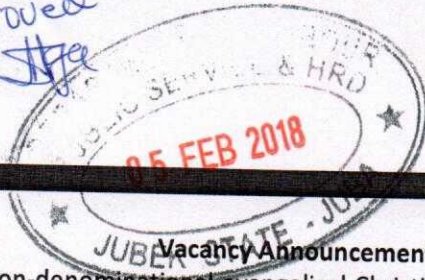


Approved  
JFE



#### 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:** Storekeeper  
**Duty Station:** Juba  
**Start Date:** ASAP  
**Deadline of Application:** 22<sup>nd</sup> February 2018

Approved:  
RRC Juba  
Chen Gao



#### SUMMARY OF THE POSITION

The Samaritan's Purse Program in South Sudan is currently carrying out humanitarian relief activities in WASH, FSL, and Food, Nutrition, and Ministry project among the most vulnerable populations in South Sudan. The Storekeeper will be responsible for carrying out all procedures related to inventory for the base warehouse. This includes keeping records of stock balances, receiving, and issuing materials after documentation and approval, and supervising loading/offloading of cargo. This position will require reading, writing, math, and physical labor in moving cargo/stocks.

#### MAJOR DUTIES AND RESPONSIBILITIES:

- Ensure that all inventories are received, released, stored, and recorded according to the procedures set forth by the organization
- Monitor the stock levels
- Receive and release goods according to policy
- Ensure that storage space is organized, separated, and secured according to donor
- Record all transactions in relevant paper works like stock cards and excel workbooks
- Perform periodic physical counts to check accuracy of records
- Manage loading and unloading of cargo from the airstrip
- Ensure that updated inventory reports are sent to the supervisor
- Demonstrate good stewardship and integrity toward financial and material resources.
- Maintain a personal relationship with Jesus Christ. Be a consistent witness for Jesus Christ
- Attend daily morning devotions and participate in prayer support for the ministry
- Help with any other duties determined necessary by the Inventory Officer or Flight & Transport Officer

#### KNOWLEDGE AND SKILLS

- Secondary School Certificate, Diploma in procurement and store management preferred
- Previous experience working for an NGO preferred, especially in inventory control
- Fluency in English and Arabic required
- Excellent basic math skills required
- Ability to work effectively in a team environment
- Ability to work under little or no supervision



**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 **22<sup>nd</sup> February 2018**. Applications can also be sent through this email. [recruitsouthsudan@samaritan.org](mailto: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.

