

16. Formally report on procurement status of purchases for projects and field sites to the Procurement Coordinator/Manager as well as the formal briefing of the greater South Sudan team.
17. Keep careful records of consumption, and submit supply orders to stock both food and other supplies for compound staff programs.
18. Keep records of all base storerooms, inventorying and distributing donations as they become available.
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.
22. Short-term travel to support the field bases for logistical support such as covering the absence of an ALM, asset and inventory reporting or other necessary tasks.
23. Immediately report any issues of Integrity to the Operations Manager.

SUPERVISORY RESPONSIBILITIES

The employee will be required to supervise national employees and provide motivation, guidance and expertise when carrying out assigned tasks.

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 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. Strong critical thinking and problem solving skills.
2. Ability to cope with stress and live in basic conditions; flexibility and patience.
3. Previous experience working with Food Assistance and/or Agricultural programs and/or community-based programming in Africa.
4. Strong verbal and written communication in English. Any level of Arabic beneficial.
5. Ability to network and build relationships with government, civil society, and community partners.
6. Strong Christian faith and spiritual maturity.
7. Experience with and have a working knowledge of Access or other relational data base systems beneficial

EDUCATION AND EXPERIENCE

Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience. One year of college-level Biblical studies strongly preferred.

LANGUAGE 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

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.