

14. Maintained careful records of all compound inventoried items and asset inventory noting their movement and status
15. Assist in the procurement of needed supplies, including construction materials, base supplies, materials to support programs and supplies needed for the ministry.
16. Keep records of all base storerooms and warehouses
17. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
18. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries and the general public.
19. Assess, manage, and report critical physical, emotional or spiritual concerns of supervised staff.

SUPERVISORY RESPONSIBILITIES

The employee will be required to supervise the 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** as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong critical thinking and problem solving skills
- Ability to cope with stress and live in basic conditions; flexibility and patience
- 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.
- Experience with and have a working knowledge of Access or other relational data based system is beneficial.

EDUCATION AND EXPERIENCE

Bachelor's Degree (B.A) from a 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 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.