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01.2021

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.

Vacancy: Logistics & Procurement Manager.

Reports to: Senior Operations Manager.

Duty Station: Juba.

Start Date: ASAP

Deadline of Application: 01st February 2021.

SUMMARY OF THE POSITION

The Logistics & Procurement Manager is responsible for ensuring that all logistics functions which require synchronization between SP offices are handled in a coordinated, cost effective, and timely manner. These functions include external procurement, shipping, and flight transportation. To accomplish this, he/she will be the focal point for logistics. This involves directly managing logistics teams at the support offices (Juba and Kenya), working closely with field sites, and networking with other actors. The manager will lead in the development and implementation of processes, procedures, and systems for delivering logistics services. Lastly the manager will work to develop the capacity of his/her staff to ensure that they can perform daily functions with minimal oversight.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure logistics functions are handled in a coordinated, cost effective, and timely manner.
 - Procurement from support offices (i.e. external procurement).
 - Have full ownership of the supply chain management.
 - Work with procurement staff to prioritize and monitor the daily progress of all goods and services including updating all concerned parties.
 - Manage customers, vendors and other stakeholders in the delivery of project requirements to cost, schedule, and quality.
 - Proactively build vendor/contractor lists at field sites and support building and use of lists at different field sites.
 - Develop pricing lists for commonly purchased items to distribute to field sites.
 - In consultation with the Finance Manager, Budget Managers, and Senior Operations Manager, agree payment terms and conditions with suppliers and oversee timely and professional processing of all invoices with correct payment request documentation.
 - Ensure staff adhere to SP and donor guidelines on procurement and logistics.
 - Maintain and update procurement status reports and provide feedback on logistics activities and procurement status updates to the Senior Operations Manager and relevant South Sudan staff on a weekly basis.
 - Responsible for facilitating the tender committee meeting and prepare the general analysis report.
 - Prepare and execute Requests for Quotation for public tender process.
 - Contract implementation & monitoring.
 - Shipping to final destination.
 - Ensure that the most time and cost effective shipping methods are used to transport goods.
 - Ensure that items arrive at final destination
 - Oversee tax exemptions and other customs, shipment documents
 - Coordinate clearing of goods using clearing agents while ensuring that SP always adheres to the applicable law.

- Coordinate exceptions, through third party logistics partner, for ex-factory logistics from booking to handover, including coordinating at-port consolidation.
- Communicate with customs brokers to resolve issues and monitor performance.
- Flight transportation.
 - Ensure that bookings for non-SP flights are made and communicated to travelers, logistics offices, and base managers.
 - Ensure that charter flights are booked and coordinated between field sites.
 - Ensure that proper approvals are obtained prior to bookings.
 - Ensure that flight costs are properly allocated.
- Warehouse
 - Plan warehouses and distribution centers for efficiency in both operations and capacity.
 - Ensure that master inventory list is shared to the field offices as per the guidelines.
 - Ensure the daily operations of a transit warehouse operating as per the guidelines which include staging, receiving and shipping.
 - Monitor, evaluate and report KPIs to Senior Operations Manager.
 - Monitor and enforce warehouse food safety, health and safety, and security programs and activities.
 - Monitor and enforce Samaritan's Purse policies, procedures, and applicable industry policies and regulations.
 - Develop constructive and cooperative working relationships.
 - Problem solve, negotiate, and address staff challenges.
- 2. Serve as the focal point for logistics.
 - Directly manage and lead the logistics support office teams in Juba and Kenya
 - Perform basic management functions for staff (leave planning, JD revisions, evaluations, etc.).
 - Ensure the aim, objectives, and strategic goals of logistics and programs are communicated amongst logistics staff to create mutual understanding and ensure full support of program.
 - Work closely with field sites and upper management.
 - Be the first point of contact for questions and coordination.
 - Lead in developing plans for bulk procurement.
 - Lead in developing rainy season and prepositioning plans.
 - Lead in gathering figures for budget planning.
 - Advise the Area Logistics Managers, Area Coordinators, Program Managers, and upper management of significant logistics issues and possible risks affecting operations.
 - Network and coordinate with other actors.
 - Actors include but are not limited to:-
 - Logs cluster.
 - NGOs.
 - Local partners.
 - Local communities.
 - Government officials and institutions.
 - Vendors.
 - Build positive working relationships with relevant actors to the end of improving the logistics function.
 - Represent SP at all applicable cluster meetings in Juba of which the logistics cluster meeting is mandatory.
 - Be culturally sensitive in all interactions and settings.

3. Lead in developing and implementing processes, procedures, and systems for logistics functions.
 - Create, maintain, and improve national processes, procedures, and systems for
 - Procurement.
 - Inventory.
 - Shipping.
 - Flights.
 - Logistics.
 - Fleet.
 - Analyze data to monitor performance and use that information to plan improvements in delivery performance for the logistics function.
 - Create and maintain measurable Key Performance Indicators for the classification, clearance of goods, and vendor performance for inbound processes.
 - Accountable for maintaining tools and processes for accurate duty rates, freight rates & other cost associated with logistics.
 - Reviews material & fuel compositions of all project supplies & vehicles respectively for accuracy as per the master inventory.
5. Supplier Relationship Management – You will support the overall program and lead Supplier Relationship Management (SRM) process for all logistic, procurement, transportation and warehouse categories. Also, you will negotiate carrier and logistic contracts while ensuring overall reduction in cost, increased value across the category.
6. Develop staff capacity.
 - Ensure the continuous professional development of all logistics and procurement staff with in-house training and external training.
 - Identify staff with management potential and intentionally develop those individuals.
7. All other duties deemed necessary by the Senior Operations Manager, DCD, CD and IHQ.
8. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
9. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
10. Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

SUPERVISORY RESPONSIBILITIES

Directly manages the logistics components departments (logistics, procurement, fleet, flight operations and warehouse) head in Juba and Kenya, and other logistics staff as appropriate. Is responsible for the overall direction, coordination, and evaluation of support logistics. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws resolving problems.

PREFERRED SKILLS/QUALIFICATIONS

- Bachelor's degree in Administration, Logistics, or similar field.
- 3 to 5 years of experience working as Logistics & Procurement Manager.
- Previous experience working overseas, particularly in Africa or Sudan.
- Program management experience.
- Field level management experience.
- One year of college-level Biblical studies strongly preferred.

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.

- Possesses strong organizational skills.
- Possesses strong cross cultural communication skills, as well as written and verbal.
- Experienced in cross-cultural team leadership.
- Experienced in managing multiple programs and large diverse teams.
- Must be a humble team player.
- Ability to be flexible and adaptable.
- Ability to quickly understand and adapt to local culture is essential.
- Willingness to travel in and out of the field.
- Willingness to stay in the field for extended periods.
- Knowledge of computer systems and its applications such as Word, Excel and Outlook.
- Ability to drive a standard transmission vehicle in rough road and extremely muddy conditions.
- Arabic language skills a plus.

How to apply: Address your application to HR Department, Samaritan's Purse International Country Office – Juba. Interested applicants are required to submit their Hard Copies of application letters, copies of Academic Certificates, updated CVs, copies of National ID card for clear Nationality Identification to Samaritan's Purse Juba Office in Hai Cinema near Quality Hotel by **01st February, 2021**. Only South Sudanese applicants will be considered for this position. Women are strongly encourage to apply.

Applications can also be sent via email to: RecruitSouthSudan@samaritan.org. Please be inform that application screening will be done on weekly basis due to urgency for this position.

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

