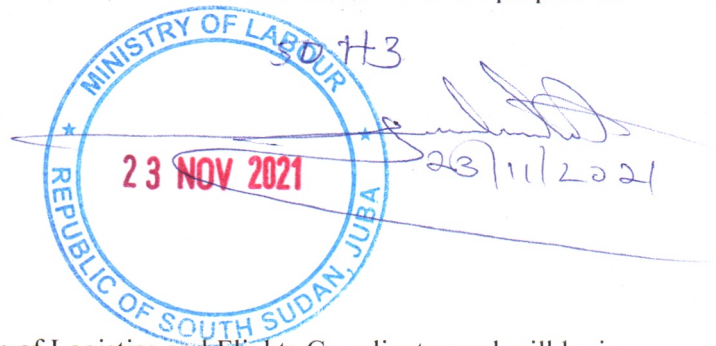


Vacancy Announcement

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: Flight Officer - (1 Position).
Reports to: Logistics & Flights Coordinator.
Duty Station: Juba.
Start Date: Asap.
Deadline of Application: 10th December 2021.



SUMMARY OF THE POSITION

The Flight Officer will work under the supervision of Logistics and Flights Coordinator and will be in charge of Logistics paperwork/ field work, stand in for the Logistics and Flights Coordinator during times of absence, with a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse that includes maintaining Christian witness to the communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Flight Officer will work in direct support of the Samaritan's Programs in South Sudan and under the overall supervision of the line manager abiding by the Samaritan's Purse code and conduct.
- The Flight Officer will assist the line manager in the planning and execution of procurement, storage, transport and distribution of equipment.
- She / He will be responsible for assisting the Line Manager in ensuring that the Logistics and flights are properly managed. All bookings are done on time.
- The Flight Officer will assist with the co-ordination of distribution arrangements and all administrative aspects of the work of the logistics supply chain.
- Stands in for the Logistics and flight coordinator during times of absence.
- Be available to the programs full time during times of emergency response activation.
- During emergency times logistics officer will assist his/her team with their duties along with his/her own duties and responsibilities.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse.
- Does different kinds of paperwork that are related to logistics from simple paperwork to flights documentations and exemption.
- Assist with planning, supervision and distribution to all field operations in close co-ordination with the Line Manager and other Samaritan's Purse staff.
- Ensure UNHAS online bookings are done upon request.
- Does any paper work that relates to logistics and flights management.
- Represents the operations in clusters and meetings inside and outside of the NGO.
- Helps with contracts and does all the paper work that is related to procurement, logistics and flights.
- Accurately and efficiently carry out any further duties as designated or assigned by the Line Manager.

Inventory

- Ensure that all assets (all items of purchase value of \$250 and above) in your location are tagged with SPIR tags depicting them as SP assets.
- Monthly inventory log update send to the Line Manager.
- Assist with compiling annual assets register for submission to IHQ in July and January of each year.
- Ensuring that inventory is received back when a staff member leaves the program.
- Ensure that any missing, lost or stolen assets are tracked and reported to the Line Manager.
- Participate in making possible the bi-annual IHQ inventory exercise in July and January.

Skills Required

To perform this job successfully, an individual must **be willing to abide by Samaritan's Purse's code of conduct and understand the principals of Samaritan's Purse's statement of faith**, as well as be 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.

- Attention to detail, anticipation and follow up are core values of the job function and supply chain management.
- Possesses strong organizational and problem-solving skills.
- Must be a self-starter and internally driven to success and hard work.
- Possesses strong cross-cultural communication skills, both written and verbal.
- Must be a humble team player.
- Ability to be flexible and adaptable.
- Willingness to travel in and out of the field.
- Knowledge of computer systems and its applications such as Word, Excel and Outlook.
- Ability to drive a standard transmission vehicle in rough road conditions.
- Experience in Logistics preferably in an NGO.
- Can Drive light and 7ton Truck.
- Must have analytical and report write skills.
- High level of integrity and stewardship.
- Committed to the Samaritan's Purse values and ethics.
- Knows Juba City very well and has contacts, in all aspects.
- Valid driving license preferable general in type.
- Familiar with Juba Airport protocols and procedures.



Education / Experience Needed

- Diploma or Degree in Logistics with either past NGO experience or any logistics environment.

LANGUAGE

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English. Ability to write routine reports and correspondence in English. English, and Juba Arabic language skills required.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk and run, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

How to apply: Address your application to HR Department – Samaritan’s Purse International, Juba and submit your hard copy Cover Letters, CVs & Academic documents to SP Office situated in Hai Cinema next to Landmark Hotel by 10th December 2021 before 5:00 PM. Women are strongly encouraged to apply.

Applications can also be sent via email to: RecruitSouthSudan@samaritan.org.

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



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