

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.

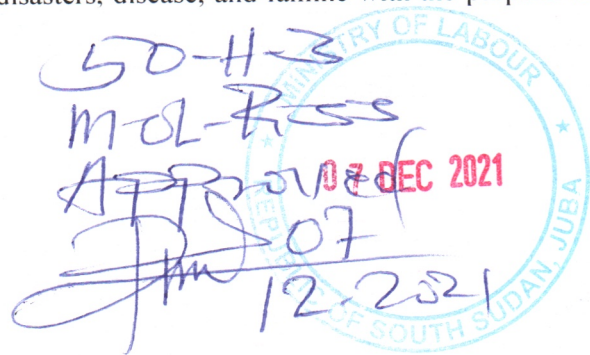
Vacancy: Procurement Officer - (1 Position).

Reports to: Senior Procurement Officer.

Duty Station: Juba.

Start Date: Asap.

Deadline of Application: 27th December 2021.



SUMMARY OF THE POSITION

The Procurement Officer will be responsible for implementation of SP procurement and logistics of projects operations, inventory management and to design and implement systems for procurement and Logistics. The Procurement officer works in conjunction with the Operations Team to implement procurement and facilitate logistics by Samaritan's Purse in South Sudan. When appropriate, this position will provide support for the field operations of procurement activities and serve occasionally in the field to assist with staff coverage for the assigned project.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Procurement 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 procurement officer will ensure to procure goods and services for Samaritan's Purse program putting in place all the 7 Rs in place.
- The procurement Officer will directly execute purchase request assigned by the Logistics and Procurement manager for all Samaritan's Purse South Sudan Office.
- She / He will be responsible for assisting the Line Manager in ensuring that the Logistics and Procurement component of the Programs is responsive to Samaritan's Purse projects being implemented throughout South Sudan and compliant with all Programs FOG and SOP's.
- The Procurement Officer will assist with the co-ordination of distribution arrangements and all administrative aspects of the work of the logistics supply chain.
- Be available to the programs full time during times of emergency response activation.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse.
- Assist with planning, supervision and distribution to all field operations in close co-ordination with the Line Manager and other Samaritan's Purse staff.
- Develop and Maintain Product and pricing lists to send to field sites
- Accurately and efficiently carry out any further duties as designated or assigned by the Line Manager.

Education / Experience Needed

- Diploma or Degree and with a minimum of two years' experience in Supply Chain Management, Logistics and Procurement, Business Administration or a related field.

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. 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 27th 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.

