

Internal/External 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 and Procurement Officer
Reports to: Area Coordinator
Duty Station: Mankien (Re-Locatable)
Posting date: 21st August, 2023
Deadline of Application: 7th September, 2023.

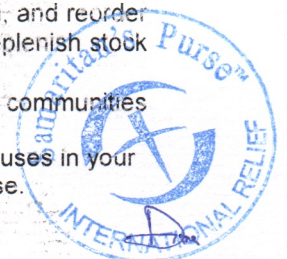


SUMMARY OF THE POSITION

The Logistic and Procurement Officer, will be responsible to oversee and manage technical and bulk local procurement and logistics of emergency relief commodities, inventory management and to design and implement systems for procurement. The Logistician works in conjunction with the Operations Team to implement procurement, and emergency relief by Samaritan's Purse in South Sudan. In addition, the logistician maintains procurement systems and procedures, logistics, logistics systems and procedures as well as billing and documentation corresponding with the supply chain. When appropriate, this position will provide support for the field operations of food distribution serve occasionally in the field to assist with staff coverage for the assigned project.

MAJOR DUTIES AND RESPONSIBILITIES

- Design, implement and maintain an effective system of procurement, transportation, inventory management and maintenance of all project and office relief and support materials and commodities.
- Submit all Purchase Requests and follow up with the Juba, Nairobi, and Eldoret offices to ensure their purchase and subsequent delivery to end destination.
- Maintain a Purchase Request tracking system that is updated weekly showing the status of every purchase request. Share this information with the Program Managers to enable them plan their activities.
- Coordinate flight scheduling with the Area Coordinator to meet passenger and cargo requirements for your location programs. Keep accurate records of received cargo and flights and facilitate the logistics of all SP staff flying UNHAS to/from your location.
- Work closely with all program managers to establish annual procurement plans and push to have as many items as possible purchased and transported by road during the early part of the dry season (January to May) in order to reduce flight costs for moving non-critical items.
- Manage the requests to the logistics cluster for the movement of SP materials to/from your program.
- Maintain strategic relationships with other NGO logistics staff. Attend weekly logistics meetings in your location and report to the Area Coordinator with any critical information.
- Develop and implement reliable and appropriate processes for orderly, effective and safe distribution of supplies to the programs.
- Assist the Program Managers and Area Coordinator with decision making related to overall operations.
- Directly oversee the Fleet Mechanic, Fleet Manager, all mechanics, drivers and logistics staff. Manage the maintenance system and fuel storage and distribution system for all vehicles, generators and quad bikes serving program.
- Ensure that all vehicles in your location have a vehicle log sheet that is filled out for every journey that is undertaken.
- Ensure careful records of fuel consumption and repair part usage are maintained, and reorder levels of supplies are determined and initiated when they are reached so as to replenish stock before they are finished.
- Ensure logistical success of project goals, including transportation and storage of communities to field locations, collation of waybills and waybill reporting.
- Oversee the management and inventory control of the Samaritan's Purse warehouses in your location. Ensure proper documentation of goods entering or leaving the warehouse.



- Manage all national logistics staff, drivers and mechanics, cooks, cleaners and guards.
- Oversee the procurement of local supplies from the local market in your location
- Maintain a working knowledge of price and availability of key program supplies from the local market and if possible Juba, Eldoret and Nairobi. Liaise with the Juba and Nairobi based Logistics Managers to get updated this information for their respective areas.
- Perform all other duties deemed necessary by the Area Coordinator.
- Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
- Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Bachelor's Degree (B.A) from a four-year college or University minimum, with three to five years related experience and/or training; or equivalent combination of education and experience. One year of college level – Biblical studies strongly preferred. Mechanical background preferred for facilitation of spare parts orders.

PREFERRED SKILLS/QUALIFICATIONS:

- Strong critical thinking and problem-solving skills is a must.
- Ability to cope with stress
- Highly flexible to change and ability to maintain patience through change.
- Ability to plan ahead and anticipate needs, recognizing potential problems before they arise.
- 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.
- Excellent computer keyboarding skills and strong Excel skills with the ability to utilize formula's and develop complex spreadsheets for tracking information.
- Strong knowledge of vehicle spare parts, quad bike parts and motorbike parts.
- Strong knowledge of WASH technical supplies and agricultural procurement.

Samaritan's Purse has "Zero Tolerance approach" to Sexual exploitation and abuse and does not allow any partner supplier subcontractor, agent or any individual engaged by Samaritans Purse to engage in any form of sexual abuse or exploitation against Vulnerable or other adult's associating with its work.

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 Country Office situated in Hai Cinema next to Landmark Hotel or our field site bases by **September 7, 2023 before 5:00 PM.**

Only South Sudanese applicants will be considered for this position. Women are strongly encouraged to apply. Also, kindly know that application screening will be done on weekly basis due to urgent need for the position.

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.

