



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: ER Senior Procurement Officer (1 Position).

Reports to: ER Procurement & Logistics Coordinator.

Duty Station: Juba.

Start Date: ASAP

Deadline of Application: 05th October 2020.

SUMMARY OF THE POSITION

The Senior Procurement Officer will be responsible to oversee and manage technical and bulk local and international procurement and logistics of emergency relief commodities, manage the movement and storage of inventory, and design and implement systems for procurement. The Officer works in conjunction with the Operations Team to implement procurement and emergency relief by Samaritan's Purse in South Sudan. In addition, the Officer will execute procurement and logistics management in accordance with all policy and procedures of Samaritan's Purse. The officer will also be responsible for managing the billing and documentation corresponding to all steps of the procurement process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Procure materials and highly technical supplies with the highest standard of integrity ensuring the right products in the right quantity are procured from the right vendor at the right price and is available in the right time.
- Ensure the highest stewardship of funds is maintained and report any fraudulent activity as Samaritan's Purse is committed to a zero tolerance policy toward fraud.
- Collectively with the Operations Team, design, implement and maintain an effective system of procurement and temporary storage of all project materials and commodities before and during transition to the field while safeguarding Samaritan's Purse Procurement Policy.
- Proactively monitor the procurement tracker including a daily update and a weekly consolidation of changes shared with the Procurement Manager, ER Ops Manager, & ER Procurements and Logistics Coordinator.
- Ensure thorough vendor vetting is completed. Research new and previously used vendors for each season based upon programmatic needs determined in yearly procurement plan and schedule. Coordinate site visits to new and previously used vendors, meeting with managers and owners as needed and touring supplies and facilities.
- Proactively follow-up with Samaritan's Purse staff, vendors, and government officials, demonstrating initiative to ensure all procurements are completed in a timely manner.
- Work together with procurement teams outside of South Sudan, supporting as necessary, and act as a focal point for logistical needs for international procurement.
- Research products properly as well as analyze and assess information to determine quality and best value for program needs.
- Provide support in the achievement of the objectives and budget of the program.

- Maintain and implement the procurement plan and schedule for each season. Keep team aware of progress and adjustments to schedule as needed.
- Prepare documents for exemption processing as necessary and manage strategic relationships with customs clearance, NGO, and military logistical personnel where applicable. Be prepared to interact with airport authorities, merchants, vendors, and other significant individuals.
- Contribute to the development of other national logistics and procurement staff, as necessary.
- Process all payments efficiently and accurately. Maintain payment tracker to ensure timely payments are made to our vendors.
- Participate in problem solving as issues arise offering creative solutions for effective resolution of problems.
- Crosstrain to other positions as needed for support.
- Attend daily morning devotions, arriving on-time, 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.

SUPERVISORY RESPONSIBILITIES

- This role is not a Supervisory role.

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 character demonstrating Biblical integrity aligned with the ministry of Samaritan's Purse.
- Strong critical thinking and problem solving skills is a must.
- Ability to cope with stress and manage a heavy workload.
- Strong attention to detail as even small mistakes can delay the procurement process.
- Highly flexible to change and ability to maintain patience through change.
- Ability to plan ahead and anticipate needs, recognizing potential problems before they arise.
- 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 formulas and develop complex spreadsheets for tracking information.
- Ability to communicate clearly both orally and in writing via email.
- Strong knowledge of vehicle spare parts, quad bike parts, and motorbike parts is preferred.
- Strong knowledge of WASH technical supplies and agricultural procurement is preferred.
- Previous experience working with food assistance and or Agricultural programs and or community based programming in Africa is preferred.
- Strong verbal and written communication in English, any level of Arabic is beneficial.

EDUCATION AND EXPERIENCE

- 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.

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.

MATHEMATICAL SKILLS

- Strong mathematical skills a must with proficiency in Algebra as well as the ability to Add, Subtract, Multiply and Divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

REASONING ABILITY

- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 **05th October, 2020**. 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 and 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.

