

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.

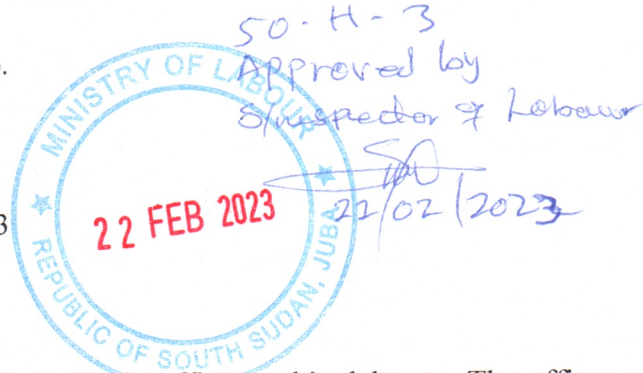
Vacancy: Flight Assistant - (1 Position).

Reports to: Flight Officer

Duty Station: Juba.

Start Date: 22nd February 2023

Deadline of Application: 13th March 2023



SUMMARY OF THE POSITION

The Flight Assistant will report directly to Flight officer or his delegate. The officer will be responsible for Movement of all materials, services and coordination of their movement to the end users. The Flight Assistant works in conjunction with Juba and field operations team to facilitate and implement Flight systems, processes and procedures in compliance with the Samaritan's Purse Flight policies, FOG and donor rules and regulations. The key tasks include but not limited to flights and road coordination, Liaison with government authorities, supplier vetting and management, seeking approvals, order verification, timely processing of payments coordination of transportation of materials and equipment to the field as well as filling protocols and documentation for all flight services. This position requires strong interpersonal, analytical, effective communication and organizational skills with maximum level of integrity. This position holder will provide support to Juba base, field operations for all bases of Samaritan's Purse in South Sudan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work closely with Logistic officer and flight logistic officer to make
- sure, all Cargos are planed well, ensure correct items/Weight are loaded as per the
- Priority List and based on the flight capacity, communicate to Log Manager/ ALM/
- Operation manager MAS Flight coordinator if any changes on the flight schedule.
- Assists Flight officer in flight planning and getting flight permits, JVMM request, SSAAC, and all clearance are done before flight ETA.
- Coordinate with MAS/ Flight Coordinator in all flight Substances and if any passengers or cargos are moved as planned.



- Deliver cargos to Airport, supervise the loading, and provide the pilots with Waybill,
- Manifest and the details of the cargo's orientations.
- Receive Cargos / Items from and out of South Sudan and return from the fields and deliver to Juba Warehouse.
- Maintain a personal relationship with and be a consistent witness for Jesus Christ
- Liaison between Samaritan's Purse and Airport authorities, security and Non-Governmental Organizations
- Coordinate land and air options for moving goods
- Establish and develop use of ground transport
- Maintain a Christian witness to the communities
- Attend daily devotions at 8:00 am Monday through Friday.
- Provide supervision to outside loaders.
- Any other duties assigned by the supervisor.

PREFERRED SKILLS/QUALIFICATIONS:

- Degree/Diploma in flight Management
- Computer Skills.
- Heavy vehicle driving skills
- Experience in flight



EXPERIENCES NEEDED

At least three years experienced preferable in INGOs in similar position.

Possesses strong communication skills, written and verbal

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities

LANGUAGE SKILLS

Ability to read and write English and interpret documents such as Invoices, Delivery Notes.

REASONING ABILITY

Ability to correct errors, collect data, establish facts, and draw valid conclusions.

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.



27 FEB 2012

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 by **13th March 2023** before **5:00 PM**. 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.



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