



## Internal and 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:** Senior Procurement Officer  
**Reports to:** Operation Manager  
**Duty Station:** Juba  
**Start Date:** September 2023  
**Posting date:** August 29, 2023  
**Deadline of Application:** September 15, 2023.



### JOB PURPOSE:

The Sr. Procurement Officer, will be responsible to oversee and manage technical and bulk local and international procurement and logistics of Project activities and to design and implement systems for procurement. The Senior Procurement Officer works in conjunction with the Operations Team to implement procurement, and support the Logistic and Procurement Manager in the operations activities related to Procurement and Logistical for the Country office South Sudan. When appropriate, this position will provide support for the field operations to serve occasionally in the field to assist with staff coverage for the assigned project.

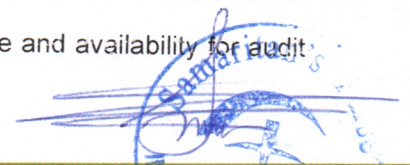
### Key Responsibilities

#### Design and implementations

- Collectively with the Operations Team, designs, implements and maintains an effective system of procurement of all project materials and commodities before and during transition to the field while safeguarding Samaritan's Purse Procurement Policy.

#### Procurements

- Procure materials and highly technical supplies with highest standard of integrity insuring the right products in the right quantity, from the right vendor at the right price and is available in the right time is achieved every time.
- Work together with procurement teams outside of South Sudan and support as necessary and act as focal point for logistical needs for international procurement.
- Provides direct supervision, training, monitoring and feedback to the Procurement officers as well reviewing all QAs.
- Ensures the Procurement Unit SOPs are regularly updated and stored and ensure training sessions on the same are arranged.
- Discovers reliable suppliers and notify the supplier database to initiates procurement partnerships that will benefit the organization
- Negotiates with external vendors to secure advantageous terms o procurement for the organization
- Provides originality, initiative and good judgment in applying Samaritan's Purse Policies to new and unusual problems.
- Manages all procurement records and ensuring their storage, update and availability for audit purposes.





- Manages timelines around Request for procurement to ensure professional and timely delivery of goods and services.
- Actively involved in vendor management ensuring regular evaluations on the vendors is carried out and notifying the supplier database manager on the vendor list.
- Work with concerned stakeholders on procurement needs, provide technical support on specifications and cost implications where necessary
- Review summary bid analyses for procurement of less than \$ 20,000 based on investigation of related market, to ensure the identification of vendors with due consideration to price, quality, delivery time, warranty and after sale servicing where applicable while ensuring segregation of duties.
- Ensure that vendor invoices against procurement documents are well documented as by procedures, and payment made by the Finance office within 30 days of invoice submission.
- Any other responsibility as assigned by the Logistics and Procurement Manager.

#### Assessments

- Research products properly as well as analyze and assess information to determine quality and best value for program needs.
- Assist with monitoring road access constraints and security status during ground transportation of supplies in transit to the field.

#### Trainings:

- Oversee, train, and supervise national procurement officers where necessary.
- Crosstrain to other positions as needed for support.

#### Payments processions:

- Process payments efficiently and accurately. Maintain payment tracker to ensure timely payments are made to our vendors.

#### Problems Solving:

- Participate in problem solving as issues arise offering creative solutions for effective resolution of problems.

#### Reporting: Prepare and submit weekly and monthly updates

#### Other tasks:

- 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
- Take any other task as may be assigned by Supervisors.

#### 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 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.



## EDUCATION AND EXPERIENCE

Bachelor's Degree (B.A) from a three-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.

**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.**

**Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.**

## How to apply:

Applications can be sent via email to: [RecruitSouthSudan@samaritan.org](mailto:RecruitSouthSudan@samaritan.org).

For handle delivery, applications can be addressed to **HR Department** – Samaritan's Purse International, Juba and attach the hard copies of cover Letters, CVs, Academic documents and National ID and submit to SP Country Office situated in Hai Cinema next to Landmark Hotel or our field site bases by **September 15, 2023** before **5:00 PM**.

Only South Sudanese applicants will be considered for this position. Females are strongly encouraged to apply.

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



